EXHIBIT B

OCEAN
COUNTY COLLEGE

BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees

From: Office of the President

Date: October 29, 2014

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, November 3, 2014**:

1. Recommend approval of the following 2014-2015 Ocean County College Advisory Committees (**Exhibit B-1**):

    a. Addictions and Human Services Advisory Committee
    b. Administrative Office Management Advisory Committee
    c. Business Advisory Committee
    d. Computer Studies Advisory Committee
    e. Criminal Justice Advisory Committee
    f. Education Advisory Committee
    g. Engineering Advisory Committee
    h. Environmental Science Advisory Committee
    i. Fine Arts Advisory Committee
    j. Fire Science Advisory Committee
    k. Health and Human Performance Advisory Committee
    l. Interpreter Training Advisory Committee
    m. Media and Communications Advisory Committee
    n. Nursing Advisory Committee
    o. Paralegal Advisory Committee
    p. Sailing Advisory Committee

2. Recommend approval of the following items as accepted by the College Senate at its meetings on October 1, October 15, and October 29, 2014:

    a. Revised Policy #5134, Students, Classification, Registration **(Exhibit B-2)**

    b. New Courses

        1. HRTM 120, Marketing for Hospitality, Tourism **(Exhibit B-3)**
        2. HRTM 124, Quality Guest/Customer Service Management **(Exhibit B-4)**
        3. HRTM 214, Supervision and Human Resource Management **(Exhibit B-5)**
        4. HHAW 100, Global History of Healthcare **(Exhibit B-6)**
        5. HHAW 101, Alternative Therapies in Health and Wellness **(Exhibit B-7)**
        6. HHAW 102, Environmental Harmony: A Holistic Perspective **(Exhibit B-8)**
        7. HHAW 120, Philosophies and Paradigms of Healthcare **(Exhibit B-9)**
        8. HHAW 121, Psychology and Physiology of Stress **(Exhibit B-10)**
        9. HHAW 200, Food and Healing: A Holistic Approach to Nutrition **(Exhibit B-11)**
      10. HHAW 221, Principles of Energy Movement **(Exhibit B-12)**
      11. HHAW 222, Holistic Design **(Exhibit B-13)**
      12. HIST 271, History of England **(Exhibit B-14)**

    c. Revised Courses

        1. CSIT 144, Introduction to Operating Systems Using UNIX **(Exhibit B-15)**
        2. CSIT 165, Programming I **(Exhibit B-16)**
        3. CSIT 166, Programming II **(Exhibit B-17)**
        4. CSIT 265, Data Structures and Analysis **(Exhibit B-18)**
        5. HRTM 110, Introduction to Hospitality, Recreation, and Tourism Management, formerly HOSP 110, Introduction to Hospitality Management **(Exhibit B-19)**
        6. HRTM 212, Conferences, Conventions, and Special Events Management, formerly HOSP 112, Event Planning **(Exhibit B-20)**
        7. HRTM 220, Managerial Accounting for Hospitality Industry, formerly HOSP 120, Food, Beverage, and Labor Cost Control **(Exhibit B-21)**
        8. HRTM 225, Legal Aspects of Hospitality, Recreation, and Tourism, formerly HOSP 115, Hospitality Law **(Exhibit B-22)**

     d. Revised Courses (Change to Title Only)

        1. ARTS 181, Art from Prehistory to Middle Ages **(Exhibit B-23)**
        2. ARTS 182, Art from Renaissance to Modern World **(Exhibit B-24)**
        3. ARTS 205, Modern Art **(Exhibit B-25)**
        4. HIST 171, Western Civilization to 1650 **(Exhibit B-26)**
        5. HIST 172, Western Civilization from 1650 **(Exhibit B-27)**
        6. HIST 173, United States History to 1877 **(Exhibit B-28)**
        7. HIST 174, United States History from 1877 **(Exhibit B-29)**

EXHIBIT B-1

Ocean County College

2014-2015 Advisory Committees

Addictions and Human Services Advisory Committee
Administrative Office Management Advisory Committee
Business Advisory Committee
Computer Studies Advisory Committee
Criminal Justice Advisory Committee
Education Advisory Committee
Engineering Advisory Committee
Environmental Science Advisory Committee
Fine Arts Advisory Committee
Fire Science Advisory Committee
Health and Human Performance Advisory Committee
Interpreter Training Advisory Committee
Media and Communications Advisory Committee
Nursing Advisory Committee
Paralegal Advisory Committee
Sailing Advisory Committee

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EXHIBIT B-2

Ocean County College, Toms River, NJ

POLICY

Students are classified into one of the following categories:

a. A degree student is one who has matriculated in a specific degree or certificate curriculum and may be either full- or part-time.

b. A non-degree student is a first time student who has not matriculated in a specific degree or certificate curriculum and may only take up to 3 classes (or 11 credits) before declaring a degree program. The non-degree/non-matriculating student is responsible for filing a Change of Curriculum form to the Registration and Records office to officially declare their degree or certificate curriculum choice.

c. A visiting student is a student who is currently enrolled at another institution with no plans of earning a degree or certificate from Ocean County College. Visiting students must provide a current valid school ID card or unofficial transcripts from their current college/university.

d. A personal enrichment student is a student who is taking courses for personal enrichment only and does not plan to matriculate in a specific degree or certificate curriculum.

e. All students in ~~categories A and B~~ must adhere to all College policies, procedures, and practices regarding prerequisites and testing (see policy 5165).

f. —Any personal enrichment student wishing to exceed the eleven credit limit must obtain the approval of the Vice President of Academic Affairs or designee. A personal enrichment student deciding to change to a degree- or certificate-seeking student must file with the Registration and Records Office and obtain an approved Change of Curriculum form signed by the Vice President of Academic Affairs or designee.

g. A semester schedule of 12 or more credit hours constitutes full-time enrollment.

h. A semester schedule of 11 or less credit hours constitutes part-time enrollment.

i. Students who have earned 30 or more credit hours are classified as sophomores and those who have earned less than that number are classified as freshmen.

ADOPTED: August 26, 1968
Revised: November 27, 1972
Revised: August 27, 1979
Revised: February 26, 2001
Revised: May 28, 2013
Revised: November 3, 2014

REVIEWED: April 23, 1991

EXHIBIT B-3

OCEAN COUNTY COLLEGE
COURSE PROPSED FORM #7100-1 / COURSE DESCRIPTION
SCHOOL OF BUSINESS, SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HRTM 120: Marketing for Hospitality and Tourism

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                         Lecture   Lab

3. CATALOG DESCRIPTION
    This course will focus on a discussion of hospitality and destination marketing from a team perspective, examining each hospitality and tourism department and its role in the marketing mechanism. The course will emphasize the use of social media and discuss current industry trends in using internet marketing and e-commerce, loyalty marketing, brand extension marketing, and destination branding. Through an integrative approach, students will examine the roles various department managers play in contributing to the overall marketing efforts to promote their hotel, restaurant, entertainment venue, or other tourist attraction.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1

    DIFFERENTIAL FUNDING CATEGORY: A

    COURSE TYPE FOR PERKINS REPORTING:
         _X_ vocational (approved for Perkins funding) – AWAITING APPROVAL
         ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

    a. Describe the need for this course.

        The New Jersey Division of Travel and Tourism in March 2014, released the 2013 economic impact numbers for the state tourism industry, which reflected a 1.3% overall increase in tourism expenditures. With the growth of tourism surpassing 87 million visitors to New Jersey destinations in 2013 (accounting for over 320,000 jobs, and allowing for a 24% increase in tourism construction and investment in facilities), the need for educated and skilled employees is in demand and will continue to grow. Much of this increase was due in no small-way to the marketing campaign that NJDT&T conducted, post Hurricane Sandy.

        The four beach counties, Monmouth, Ocean, Atlantic and Cape May, represent 50% ($19.277 Billion) of the total tourism revenue for the state. OCC is centrally located within Ocean, Monmouth and Atlantic counties, which is the gateway to NJ tourism and thus offers tremendous job opportunities for our students in the AS program in Hospitality, Recreation and Tourism Management. This will be a required course for the HRTM program, however students in business and other programs, as well as industry professionals may enroll in this course to better understand the marketing trends for the hospitality and tourism industries.

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b. Relationship to courses within the College

   i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ____ yes   _X_ no

> If yes, mark with an "x" the appropriate category below.
> ___ Communication   ___ Social Science   ___ History
> ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
> ___ Mathematics   ___ Technology   ___ Diversity
> ___ Information Literacy   ___ Ethical Reasoning/Action

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

> _X__   Program-specific requirement for the following degree program(s): A.S. in Hospitality, Recreation, and Tourism Management.
> ___   Elective

c. Related courses in other institutions

> [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

   i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC	Hotel Sales and Convention Planning	HRM 207	1.0	
Atlantic Cape CC	Hospitality Sales and Marketing	HOSP 150	3.0	
Burlington CC	Hospitality Marketing	FSM 217	3.0	
Mercer CC	Hospitality Marketing	HOS 204	3.0	

   ii. If "None" was inserted, please explain.
   iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJ Transfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC (elective credit) 3.0	Free elective		
Kean University	FEX 1001 elective 3.0 cr.	Free elective		
Monmouth University			X	
Richard Stockton College	HTMS3101 Marketing Principles 3.0 cr.	Hospitality & Tourism Management		
Rowan University	INTR 99076 elective 3.0 cr.	Free elective		
Rutgers – New Brunswick			X	

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

  d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
    v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

  e. Mark with an "x" the General Education goal(s) addressed by this course:

    x 1. Communication – Written and Oral
    _ 2. Quantitative Knowledge and Skills
    _ 3. Scientific Knowledge and Reasoning
    _ 4. Technological Competency/Info Literacy
    x 5. Society and Human Behavior

    _ 6. Humanistic Perspective
    _ 7. Historical Perspective
    _ 8. Global and Cultural Awareness
    x 9. Ethical Reasoning and Action
    x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will have acquired knowledge and developed skills that will enable them to:
1. Describe the scope of the hospitality and tourism industry and identify the key industry segments.
2. Identify product and service opportunities that will enhance the customer/guest relationship.
3. Explain current trends used in the promotion and advertising of hospitality and tourism venues.
4. Identify and distinguish guest needs and how best to market a particular hospitality and tourism venue.
5. Classify and describe market oriented strategies.
6. Explain current marketing trends and be able to contribute to the goals of their company and overall marketing objectives.
7. Define marketing strategies and demonstrate the dynamics and interactive approaches needed for long-term continued customer value and repeat business.
8. Summarize the basic principles and concepts marketing offers for sustainable customer relationships and continued sales growth.
9. Discuss the origins of market segments and explain how to implement strategies to penetrate a specific segment or industry niche.
10. Interpret how best to use marketing strategies in order to maintain good relations with target customers.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1: Intro to Marketing.
2: Marketing Hospitality and Travel Services.
3: The Hospitality and Travel Marketing System.
4: Customer Behavior.
5: Analyzing Marketing Opportunities.
6: Marketing research.
7: Marketing Strategy: Market Segmentation and Trends.
8: Strategies, Positioning, and Marketing Objectives.
9: The Marketing Plan and the 8 P"s.
10: Product Development and Partnership.
11: People: Services and Service Quality.
12: Packaging and Programming.
13: The Distribution Mix and the Travel Trade.

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14: Communications and the Promotional Mix.
15: Advertising.
16: Sales Promotion and Merchandising.
17: Personal Selling and Sales Management.

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent *will be required*.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

EXHIBIT B-4

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS, SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HRTM 124: Quality Guest/Customer Service
Management

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                       Lecture   Lab

3. CATALOG DESCRIPTION
This course will explore the importance of managing for excellent customer service.
Students will examine customer service techniques and staff development procedures, as
well as staff and customer retention policies. Students will learn the concepts, principles
and strategies used in treating customers as guests, and how to create an exceptional and
pleasurable experience for them. The course will cover the topic of managing guest
relations and customer service through academic studies. Students will utilize case
studies to investigate organizations that excel in managing quality of service.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1

DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:
     _X_ vocational (approved for Perkins funding) – AWAITING APPROVAL
     ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      The hospitality, recreation and tourism industries are service oriented professions
      were the guest/customer is expecting to be attended to and pampered, thus making
      their experience a pleasurable one. This course will provide the students with the
      knowledge and competences to work in the service industries. Through this
      course students will gain confidence and an understanding of the importance of
      customer/guest services that are implemented by local and leading hospitality,
      recreation and tourism organizations.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education
         Coordinating Committee for approval as a course which satisfies a general
         education requirement?   ___ yes   _X_ no

             If yes, mark with an "x" the appropriate category below.
             ___ Communication   ___ Social Science   ___ History
             ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)

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___ Mathematics ___ Technology ___ Diversity
___ Information Literacy ___ Ethical Reasoning/Action

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

  __X__ Program-specific requirement for the following degree program(s): A.S. in Hospitality, Recreation, and Tourism Management.
  ___ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC	Restaurant Service Management	HRM 205	3.0	
Burlington CC	Managing for Quality Service	HOS 252	3.0	
Atlantic Cape CC	Restaurant Operations	HOSP 134	3.0	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJ Transfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0 cr.	Elective		
Kean University			X	
Monmouth University			X	
Richard Stockton College	HTMS Elective 3.0 cr.			
Rowan University	3.0 cr.	Elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
x 5. Society and Human Behavior

_ 6. Humanistic Perspective
_ 7. Historical Perspective
_ 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

1. Define and distinguish quality service
2. Describe the scope and necessity of quality service across industry standards.
3. Apply theory to practice in the real world of the hospitality industry.
4. Recognize how managing for quality involves the consideration of broad sets of expectations within an organization.
5. Recognize that quality service begins with the internal customer, i.e. the server.
6. Demonstrates how to generate and operationalize a shared vision in a high performance service organization.
7. Interpret the challenge of gracious problem solving.
8. Analyze the challenges of the difficult guest.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

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9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1. Introduction to Guest/Customer Service
2. The Service Encounter: Insights and Problems
3. Dimensions of Service Standards and Expectations
4. Examining Customer Segments
5. Dimensions of Service Needs, Delivery and Pricing
6. Designing and Implementing an Effective Customer Service Program
7. Managing Service Employees
8. Distinguishing Guest Needs an Managing Customers
9. Delivering High-Quality Service
10. Measuring Customer/Guest Satisfaction
11. Retention of Guests through Proper Service
12. Marketing The Positive Guest Service Experience

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent will be required.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive	Revisions to the following items must be sent

action by the Curriculum Committee, College Senate, and Board of Trustees.	"For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

EXHIBIT B-5

OCEAN COUNTY COLLEGE
COURSE PROPSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF BUSINESS, SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HRTM 214 Supervision & Human Resource Management

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                             Lecture   Lab

3. CATALOG DESCRIPTION

The goal behind supervision and human resource management is to maximize employee performance. This course will focus on the knowledge and personal skills needed to function in an organization. The course will explore the critical importance of handling employee problems while meeting the primary needs of customers through the development of critical thinking and leadership skills. Students will be introduced to modern techniques for human resource management that will maximize employee performance in order to meet the company's strategic objectives. Supervisory applications and human resource policies and systems from a business management perspective will be examined. Concepts from principals of management courses will also be reinforced.

4. PREREQUISITES: HRTM 110   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1

   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   _X_ vocational (approved for Perkins funding) – AWAITING APPROVAL
   ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      This course will prepare students entering professional management training programs, through the provision of foundational educational knowledge and basic skills. Supervision, leadership and human resource management are key components to the success of hospitality, recreation and tourism organizations. The New Jersey Division of Travel and Tourism in March 2014, released the 2013 economic impact numbers for the state tourism industry, which reflected a 1.3% overall increase in tourism expenditures. With the growth of tourism surpassing 87 million visitors to New Jersey destinations in 2013 (accounting for over 320,000 jobs directly related jobs and over 520,000 indirect sustainable jobs). The employees in these jobs need support from highly educated and trained supervisors and managers. OCC is centrally located within Ocean, Monmouth and Atlantic counties, which is the gateway to NJ tourism and thus offers

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tremendous job opportunities for our students in the AS program in Hospitality, Recreation and Tourism Management. This will be a required course for the HRTM program, however students in business and other programs, as well as industry professionals may enroll in this course to better understand the marketing trends for the hospitality and tourism industries.

b. Relationship to courses within the College

   i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _X_ no

        If yes, mark with an "x" the appropriate category below.
        ___ Communication   ___ Social Science   ___ History
        ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
        ___ Mathematics   ___ Technology   ___ Diversity
        ___ Information Literacy   ___ Ethical Reasoning/Action

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

        _X_   Program-specific requirement for the following degree program(s): A.S. in Hospitality, Recreation, and Tourism Management.
        ___   Elective

c.   Related courses in other institutions

    [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

   i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC				No specific marketing course
Atlantic Cape CC	Human Resources Management	HOSP 205	3.0	
Burlington CC	Hospitality Supervision & Personnel Management	FSM 110	3.0	
Essex CC	Supervisory Development in Hospitality Mgmt.	HMM 226	3.0	

   ii. If "None" was inserted, please explain.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJ Transfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC (elective credit) 3.0	Free elective		
Kean University			X	
Monmouth University			X	
Richard Stockton College	HTMS 3111 Human Resource Management 3.0	Hospitality & Tourism Management		
Rowan University	INTR 99076 elective 3.0 cr.	Free elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
x 5. Society and Human Behavior

_ 6. Humanistic Perspective
_ 7. Historical Perspective
_ 8. Global and Cultural Awareness
x 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will have acquired knowledge and developed skills that will enable them to:

1. Describe and implement methods of Human Resource Management..
2. Identify the procedures used in the search, recruiting, selection, training, retaining, disciplining, and termination methods of employment.
3. Categorize effective personnel hiring procedures.
4. Demonstrate and apply theoretical concepts of personnel management and motivation.
5. Identify current labor laws, employment benefits and incentives.
6. Describe and implement procedures and techniques of hospitality and visitor service training.
7. Discuss the development of contemporary labor relations
8. Explain the rules and arguments for and against unions and collective bargaining.
9. Demonstrate assessing methods for employee performance.
10. Understand and describe grievance and arbitration procedures.
11. Define the importance of human resource to business success.
12. Assess the legal principles surrounding employer vs. employee rights within the workplace.
13. Discuss key human resource issues confronting the hospitality and tourism industries.
14. Explain key federal legislation that effects human resources.

8. METHODS OF INSTRUCTION

Lecture, group discussion, guest speakers, and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1. Dealing With Employee Problems and Problem Employees – A General Guideline.
2. Meeting Human Resources Requirements.
3. Establishing Your Leadership Credibility.
4. Building and Managing Performance.
5. Encouraging Others.
6. Dealing with Problem Behaviors.
7. Taking Corrective Actions.
8. When Employees Are Challenging Your Leadership.
9. Understand and Addressing Any Relationship With A Supervisor.
10. Managing a Diverse Workforce.

11. Managing labor relations and government regulations specific to the hospitality industry.

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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

11. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three examinations and one project or research assignment, or the equivalent will be required.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

EXHIBIT B-6

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 100: Global History of Healthcare

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                        Lecture   Lab

3. CATALOG DESCRIPTION:
    This course provides students with the foundation in which healthcare evolved
    throughout the ages, from Antiquity to the Papyri Texts of Ancient Egypt and the
    Ayurveda of the Indus Civilization, Traditional Chinese Medicine, Greek and Roman
    health views. The Renaissance and Middle Ages, colonial times and the great wars up to
    the Modern Era will be dissected for their contributions to medicine. Students will study
    documented belief structures and practices of healthcare covering a vast historical time
    period.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
    DIFFERENTIAL FUNDING CATEGORY: NONE

    COURSE TYPE FOR PERKINS REPORTING:
        yes vocational (approved for Perkins funding) AWAITING APPROVAL
        ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

    a. Describe the need for this course.
        Students in the AAS Program for Holistic Health and Wellness enroll in this required
    course.
        Students enroll in this course to provide them with a study of the historical foundation
    of healthcare.

    b. Relationship to courses within the College

        i. Will the college submit this course to the statewide General Education
            Coordinating Committee for approval as a course which satisfies a general
            education requirement?   ___ yes   _x_ no

                If yes, mark with an "x" the appropriate category below.
                ___ Communication   ___ Social Science   ___ History
                ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
                ___ Mathematics   ___ Technology   ___ Diversity
                ___ Information Literacy   ___ Ethical Reasoning/Action

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

1

yes Program-specific requirement for the following degree program(s):
Associate in Applied Science: Holistic Health and Wellness

_____ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii. If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

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iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
v. If not transferable to any institution, explain.
There are no colleges or universities which offer a comparable degree in New Jersey.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
    iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)
    v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

_x 1. Communication – Written and Oral	x 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills	_x 7. Historical Perspective
_x 3. Scientific Knowledge and Reasoning	_x 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy	_x 9. Ethical Reasoning and Action
x 5. Society and Human Behavior	x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Demonstrate knowledge of general healthcare practices from the earliest known dentistry in 7500BC by the Mehrgarh population through the Egyptian Papyri accounts of healthcare practices from the 33rd Century BC.

b. Describe the accounts of early medicines and surgeries from the Early Mesopotamian and Assyrian eras.

c. Explain the Ayurveda of the Indus Civilization, 3000 BC, and the evolution of Traditional Chinese Medicine.

d. Describe the development of healthcare through the Persian Invasion 525BC.

e. Identify the medical practices through the Greek and Roman Eras.

f. Demonstrate knowledge of medicine documented in literature.

g. Explain the advent of commonly practiced methodologies in Europe up through the Renaissance to the 18th Century including a study of the plague.

h. Discuss the colonial healthcare practices and how their development followed the burgeoning understanding of the human form and biochemistry.

i. Describe the effects of the great wars in history on the healthcare doctrine and practice of medicine.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1. AN ANTHROPOLOGIC PERSPECTIVE

   A. NEANDERTALS
   B. HUNTER GATHERERS TO SEMI NOMADIC
   C. CLIMATE CHANGES
   D. MIGRATIONS OF NORTH AND SOUTH AMERICA
   E. ANCIENT CELTS
   F. AUSTRALIAN HABITATION

2. ANTIQUITY

   A. MEHRGARHS AND DENTISTRY
   B. EGYPTIAN AFTERLIFE AND SURGERY
   C. BABYLONIAN DIAGNOSIS HANDBOOK
   D. INDIAN AYURVEDA
   E. CHINESE : YELLOW EMPEROR'S INNER CANON

3. GREEK ETHICS AND ROMAN TEXTBOOKS

   A. HOMER, THE ILIAD AND CNIDUS
   B. HIPPOCRATEAN ETHICS
   C. GALEN: THE SURGEON, THE HUMOURS
   D. ALEXANDRIAN SURGEONS
   E. HEROPHILUS AND THE BRAIN
   F. MEDIEVAL EUROPEAN MEDICAL SCHOOLS

4

4. RENAISSANCE

    A. MICROSCOPES
    B. PUBLIC DISSECTION AND ARTISTS
    C. THE PLAGUES

5. 19TH CENTURY

    A. GERM THEORY
    B. BACTERIOLOGY
    C. WOMEN
    D. US CIVIL WAR
    E. FLORENCE NIGHTINGALE'S STATISTICAL METHODS
    F. COLONIAL AMERICA
    G. URBANIZATION AND HEALTH
    H. TURF WARS

6. 20TH CENTURY

    A. WW I: BLOOD TYPING
    B. WW II: FIELD HOSPITALS, SULPHA DRUGS, AND PENICILLIN
    C. THE RISE OF ANTIBIOTICS

7. POST-WAR MODERN

    A. OPEN-HEART SURGERY AND KIDNEY TRANSPLANTS
    B. TECHNOLOGY AND MICROSURGERY
    C. THE FALL OF ANTIBIOTICS
    D. INSURANCE
    E. GOVERNMENT INCLUSION

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This

5

process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-7

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 101: Alternative Therapies in Health and Wellness

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                Lecture   Lab

3. CATALOG DESCRIPTION

This course presents students with a study of the most popular alternative healthcare and bodywork techniques including a study of their historical development and scientific perspective. Students will investigate the treatment protocol and efficacy and will also compare and contrast the techniques discussed to allopathic care. Students will engage in interactive activities when appropriate.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
   DIFFERENTIAL FUNDING CATEGORY: NONE

   COURSE TYPE FOR PERKINS REPORTING:
      yes vocational (approved for Perkins funding) AWAITING APPROVAL
      ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.
      Students in the AAS Program for Holistic Health and Wellness enroll in this required course.
      Students enroll in this course to provide them with a study of alternative therapies in health and wellness.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _x_ no

         If yes, mark with an "x" the appropriate category below.
         ___ Communication   ___ Social Science   ___ History
         ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
         ___ Mathematics   ___ Technology   ___ Diversity
         ___ Information Literacy   ___ Ethical Reasoning/Action

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

1

<u>yes</u>　　Program-specific requirement for the following degree program(s):
　　　　　<u>Associate in Applied Science: Holistic Health and Wellness</u>

_____
____　　Elective

c.　Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i.　List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii.　If "None" was inserted, please explain.
　　A course search yielded no Community College in NJ that offers a comparable course.

iii.　Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.
There are no colleges and universities in New Jersey which offer a comparable degree.

  d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)

    iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)

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

  e. Mark with an "x" the General Education goal(s) addressed by this course:

_x 1. Communication – Written and Oral	x_ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills	x_ 7. Historical Perspective
_x 3. Scientific Knowledge and Reasoning	x_ 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy	_ 9. Ethical Reasoning and Action
_x 5. Society and Human Behavior	x_ 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Define specific alternative or complimentary health and wellness therapies with respect to their historical development, treatment protocol, and efficacy.
b. Demonstrate a working knowledge of several body-exercise and movement techniques.
c. Compare and contrast the alternative therapies to allopathic healthcare techniques.
d. Apply human anatomy and physiology to the differing techniques.
e. Evaluate the significance of these alternative options and any possible adverse effects.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed. Students will engage in interactive activities when appropriate.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

3

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

I. BACKROUND
   A. EFFICACY VERSES PLACEBO
   B. EVIDENCE VERSES ANNECDOTAL
   C. AS A COMPLIMENT TO ALLOPATHIC CARE
   D. CONTRAINDICATIONS
   E. ADVERSE SIDE EFFECTS

II. ESTABLISHED THERAPIES
   A. NATUROPATHY
   B. HERBOLOGY
   C. HOMEOPATHY
   D. CHIROPRACTIC
   E. ACUPUNCTURE
   F. OSTEOPATHY
   G. NUTRITIONAL THERAPY
   H. AROMATHERAPY
   I. BACH FLOWER THERAPY
   J. HYPONOTHERAPY AND BIOFEEDBACK

III. EXERCISE/MOVEMENT
   A. YOGA
   B. TAI CHI
   C. CHI GONG

IV. BODYWORK TECHNIQUES
   A. SHIATSU
   B. REFLEXOLOGY
   C. MASSAGE
   D. JIN SHIN DO
   E. JIN SHIN JITSU
   F. TAI MASSAGE
   G. FELDENKRAIS
   H. ALEXANDER TECHNIQUE
   I. ROLFING

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn

4

B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-8

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 102: Environmental Harmony: A Holistic Perspective

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                            Lecture   Lab

3. CATALOG DESCRIPTION

This course is designed for students interested in the environmental conditions that directly affect the health of humans. The course covers topics of water contamination with pharmaceuticals, and other environmental toxins, as well as genetically modified foods and global soil depletion. Fracking is discussed in respect to water quality with particular attention to how those issues affect the physiology of the body. The issue of global governance and sustainability within the parameters of healthcare will be discussed. A study of mindfulness practices and personal choices toward a healthier personal environment will also be developed.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
DIFFERENTIAL FUNDING CATEGORY: NONE

   COURSE TYPE FOR PERKINS REPORTING:
       Yes vocational (approved for Perkins funding) AWAITING APPROVAL
       ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.
      Students in the AAS Program for Holistic Health and Wellness would enroll in this elective.
      Students enroll in this course to provide them with a holistic perspective specifically of the effects of the environment on health.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   x no

          If yes, mark with an "x" the appropriate category below.
          ___ Communication   ___ Social Science   ___ History
          ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
          ___ Mathematics   ___ Technology   ___ Diversity
          ___ Information Literacy   ___ Ethical Reasoning/Action

1

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

    __x__   Program-specific requirement for the following degree program(s): Associate in Applied Science: Holistic Health and Wellness

    ____   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii. If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

2

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain. There are no colleges or universities in New Jersey which offer a comparable degree.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x_ 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
x_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
x_ 5. Society and Human Behavior
x_ 6. Humanistic Perspective
_ 7. Historical Perspective
x_ 8. Global and Cultural Awareness
x_ 9. Ethical Reasoning and Action
x_ 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Identify the concepts of environmental issues on human health.
b. Discuss the effects of the human population on the environment.
c. Describe the effects of a toxic environment on health.
d. Explain the importance of balancing the environment for healthful reasons.
e. Express ways of incorporating mindfulness into personal and political choices.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    I.   Concepts in Environmental Science
         A. Ecosystems
         B. Water Quality and Quantity
         C. Toxins both Pharmaceuticals and Natural
         D. Atmospheric Deviations
         E. Glacial Changes

    II.   Human Pollution
         A. Contaminated Food (GMO's)
         B. Contaminated Water Supplies
         C. Overuse
            1. Deforestation
            2. Pipelines
         D. Effects of War
         E. Endangered Species Effects on Ecosystems
         F. What's in Your Home

    III.   Human Diseases Associated with the Environment
         A. Cancer and pesticides
         B. Unknown Factors in our Foods

    IV.   Effects of Environment on Health Statistics
         A. "Sick Society" blood value ranges
         B. Migration to Organics and Vegetable based diets
         C. Crops for a healthier planet

    V.   Balance and Homeostasis
         A. Social Participation
         B. Sustainable Development
         C. Global Governance

    VI.   Mindfulness
         A. Gardens of the Future
         B. Personal Choices
         C. Political Perspectives
         D. Ethical Decisions

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-9

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 120 : Philosophies and Paradigms of Healthcare

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                                     Lecture   Lab

3. CATALOG DESCRIPTION:

This course covers the basic development of healthcare philosophies, paradigms and the assessment of healthcare as a cultural, social and economic development. Students will study the business of healthcare and the rising healthcare industry, the politicizing of health and medicine, and the ethical dilemmas predicated by our current model of healthcare with a special emphasis on the globalization of medicine.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
   DIFFERENTIAL FUNDING CATEGORY: NONE

   COURSE TYPE FOR PERKINS REPORTING:
        yes vocational (approved for Perkins funding) AWAITING APPROVAL
        ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.
      Students in the AAS Program for Holistic Health and Wellness enroll in this required course.
      Students enroll in this course to provide them with a study of the philosophical foundations of healthcare.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _x_ no

           If yes, mark with an "x" the appropriate category below.
           ___ Communication   ___ Social Science   ___ History
           ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
           ___ Mathematics   ___ Technology   ___ Diversity
           ___ Information Literacy   ___ Ethical Reasoning/Action

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

<u>yes</u>   Program-specific requirement for the following degree program(s):
           <u>Associate in Applied Science: Holistic Health and Wellness</u>
____   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i.   List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii. If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain. There are no colleges or universities which offer a comparable program.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   x 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   7. Historical Perspective
3. Scientific Knowledge and Reasoning   x_ 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy x_ 9. Ethical Reasoning and Action
x 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Distinguish the foundations of philosophy in terms of inductive and deductive reasoning.
b. Compare and contrast the basis of mechanistic medicine verses vitalistic healthcare paradigms.
c. Evaluate the impact of the Social Sciences on healthcare and research agendas.
d. Discuss modern day medicine as a business model and healthcare in general, as an economic industry.
e. Assess the effects of politics on the healthcare industry.
f. Apply a global perspective to the effects of the current healthcare model.
g. Predict the ethical issues that stem from our healthcare model.

8. METHODS OF INSTRUCTION

Lecture, group discussions and other classroom activities will be employed

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1. BASIC PHILOSOPHICAL CONSTRUCTS
   A. DEDUCTIVE VERSES INDUCTIVE REASONING
   B. MECHANISM VERSES HOLISTIC VITALISM

2. PUBLIC HEALTH IDEOLOGY AND MODELS
   A. ANCIENT TIMES TO RENE DESCARTES
   B. POST DESCARTES THROUGH COLONIAL TIMES
   C. INDUSTRIAL AGE TO THE 20TH CENTURY

3. SOCIAL SCIENCE IMPACT
   A. RESEARCH METHODOLOGY
   B. POSITIVISTS VERSES INTERPRETISTS
   C. QUALITY VERSES QUANTITY

4. BUSINESS MODELS OF THE HEALTHCARE INDUSTRY
   A. THE ADVENT OF PHARMACEA
   B. LEGISLATIVE AVENUES
   C. TECHNOLOGY AS A TRIGGER
   D. GOVERNMENTAL INCLUSIONS

5. BORDERS AND TODAYS PARADOX
   A. THE GLOBAL VILLAGE
   B. STRUGGLING ECONOMIES
   C. STRUGGLING HEALTHCARE
   D. COMMUNICABLE DISEASES TAKING FLIGHT
   E. INCURRABLE DISEASES: THE END OF ANTIBIOTICS

6. THE SOCIO-ETHIC-ECONOMICAL DILEMMA
   A. 21ST CENTURY PROBLEMS
   B. PROPOSED SOLUTIONS

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#2 Semester Hours/Contact Hours	#8 Methods of Instruction
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#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-10

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 121: Psychology and Physiology of Stress

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                     Lecture   Lab

3. CATALOG DESCRIPTION

This course investigates the multidimensional phenomenon of stress from the mind body connection to the conditions, attitudes and behaviors that contribute to the stress response. It examines the psychosomatic theory of dis-ease and the mechanisms that link stress with illness. Using a holistic approach for intervention, it allows students to study different techniques for dealing with stress on a personal level and also how to help others develop techniques and design stress management programs for stress reduction and adaptation.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
   DIFFERENTIAL FUNDING CATEGORY: NONE

   COURSE TYPE FOR PERKINS REPORTING:
        yes_ vocational (approved for Perkins funding) AWAITING APPROVAL
        ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

   Students in the AAS Program for Holistic Health and Wellness enroll in this required course.

   Students enroll in this course to provide them with a study of the psychology and physiology of stress.

   b. Relationship to courses within the College

       i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _x__ no

                If yes, mark with an "x" the appropriate category below.
                ___ Communication   ___ Social Science   ___ History
                ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
                ___ Mathematics   ___ Technology   ___ Diversity
                ___ Information Literacy   ___ Ethical Reasoning/Action

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

    _x_ Program-specific requirement for the following degree program(s):
          <u>Associate in Applied Science: Holistic Health and Wellness</u>
    ___ Elective

c. Related courses in other institutions

    [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

    i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
None				

    ii. If "None" was inserted, please explain.
         A course search yielded no Community College in NJ that offers a comparable course.
    iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

2

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain. There are no colleges or universities in New Jersey which offer a comparable program.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)

    iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x_ 1. Communication – Written and Oral   x_ 6. Humanistic Perspective
x_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
x_ 3. Scientific Knowledge and Reasoning   _ 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy   9. Ethical Reasoning and Action
x_ 5. Society and Human Behavior   x_ 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe the psychological, biochemical and physiological process of the stress response.
b. Discuss the mechanism by which the human body compensates for stress.
c. Explain the disease states commonly affected by or induced by stress.
d. Identify a variety of holistic options for altering or neutralizing the body's reaction to the stress response.
e. Design methods to evaluate, reverse and manage stress in the mind/body.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

3

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

I.   The biochemistry and physiology of stress

II.   Mechanisms of stress
A. Physical
B. Mental/Emotional
C. Chemical
D. Dietary

III.   Stress induced illnesses
A. Depression
B. Body Weight and Image
C. Anxiety
D. Heart Disease and Blood Pressure Problems
E. Ulcers
F. Allergies and Asthma
G. Autoimmune diseases
H. Irritable Bowel Syndrome/Colitis
I. Headaches
J. PMS
K. Pain
L. Hyperactivity and Insomnia

IV.   Techniques and their effects
A. Pharmaceuticals
B. Meditation/Relaxation/Breathing Techniques
C. Diet
D. Herbs
E. Aromatherapy
F. Bach Flower Therapies
G. Massage Techniques
H. Movement/exercise: yoga, Tai Chi, etc.
I. Acupressure/Acupuncture
J. Music Therapy
K. Art Therapy

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn

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B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-11

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 200 Food and Healing: A Holistic
Approach to Nutrition

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                              Lecture   Lab

3. CATALOG DESCRIPTION
This course will expose students to the foundations for studying nutrition and examine
the role of food in the dis-ease process. Definitions of health, whole foods, organic foods
and balancing foods will be explored as well as various common and eclectic diets. The
students will uncover the problems associated with food additives including preservatives
and colorants. There will be a discourse on the way the world economy is associated
with how food is grown and processed. Students will perform a nutritional analysis on
their own dietary choices and learn how to plan a healthful diet. Students enrolling in the
AAS in Nursing program cannot use this course to replace NURS 174: Nutrition.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
DIFFERENTIAL FUNDING CATEGORY: NONE

    COURSE TYPE FOR PERKINS REPORTING:
        yes vocational (approved for Perkins funding) AWAITING APPROVAL
        ____ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

    a. Describe the need for this course.
        Students in the AAS Program for Holistic Health and Wellness would enroll in
        this elective.
        Students enroll in this course to provide them with a study of holistic nutrition.

    b. Relationship to courses within the College

        i. Will the college submit this course to the statewide General Education
           Coordinating Committee for approval as a course which satisfies a general
           education requirement?   ___ yes   _x_ no

                If yes, mark with an "x" the appropriate category below.
                ___ Communication   ___ Social Science   ___ History
                ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
                ___ Mathematics   ___ Technology   ___ Diversity
                ___ Information Literacy   ___ Ethical Reasoning/Action

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

    __x__   Program-specific requirement for the following degree program(s):
          _Associate in Applied Science: Holistic Health and Wellness_____
    ____   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii. If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

2

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain. There are no colleges or universities which offer a comparable program.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)

    iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x_ 1. Communication – Written and Oral   x_ 6. Humanistic Perspective
x_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
x_ 3. Scientific Knowledge and Reasoning   x_ 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy   9. Ethical Reasoning and Action
x_ 5. Society and Human Behavior   x_ 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Define the basic foundation of nutrition.
b. Demonstrate knowledge of the different macro and micronutrients.
c. Explain the anatomy of the digestive system and how food is digested and absorbed.
d. Describe the role the nutrients play in human physiology.
e. Express the disease processes that occur as a result of poor nutrition.
f. Define the parameters of health with respect to food.
g. Describe the various ways food is processed and preserved and the chemistry accompanying those processes.
h. Express the economics associated with the governance of food growing and processing.
i. Analyze nutritional labels and decipher their content.
j. Demonstrate knowledge of various types of common and eclectic diets.
k. Review a blood panel for nutritional requirements.
l. Construct a nutritional analysis and plan a healthful diet.

8. METHODS OF INSTRUCTION

    Lecture, group discussion and other classroom activities will be employed

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE
    NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

    Text: An appropriate textbook will be selected. Please contact the department for
    current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    I.   Principles of Nutrition
            A. Macronutrients
                1. Carbohydrates
                2. Proteins and Amino Acids
                3. Lipids and Essential Fatty Acids
            B. Digestive System
                1. Anatomy
                2. Physiology
            C. Micronutrients
                1. Vitamins
                2. Minerals
            D. Water
    II.   Health Concepts
            A. Definition
            B. Optimization
    III.   How Food is Grown
            A. Local Organic
            B. Mass Production
            C. Global Interrelationships
    IV.   How Food is Processed
            A. Pesticides and Herbicides
            B. Slaughter houses
            C. Preservatives
            D. Colorants
            E. Labeling
    V.   Disease states
            A. Malnutrition: Not Enough
            B. Obesity: Overabundance or Metabolic
            C. Sugar
            D. Allergic Responses
            E. Specific Diseases related to Food
            F. Conditions that respond to dietary changes
    VI.   A Study of Diets
            A. Ancestral Nutrition
            B. Macrobiotics
            C. Chinese Nutrition

           D. Religious Diets
           E. Ayurvedic Diet
           F. Raw Foods Diet
           G. Vegetarianism
           H. American Diet

VII.   Nutritional Analysis
           A. Basic Food Diary
           B. Blood Panels
           C. Whole Foods
           D. Balancing Foods
           E. Planning a healthful diet

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-12

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 221: Principles of Energy Movement

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                       Lecture   Lab

3. CATALOG DESCRIPTION

This course presents a comprehensive understanding of the historical development of
Yoga, Tai Chi and Qi Gong. The course covers the principle philosophy and the actual
practice of the Sutras within the Yoga discipline and the development of Tai Chi and Qi
Gong as martial art forms.   Students will study the practices for aligning the body, breath
and mind for health and meditation. The practice sessions include learning the Yoga
meditation, postures and breathing techniques along with the other disciplines associated
with Yoga practice and several Tai Chi and Qi Gong exercises.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
   DIFFERENTIAL FUNDING CATEGORY: None

   COURSE TYPE FOR PERKINS REPORTING:
        yes vocational (approved for Perkins funding) AWAITING APPROVAL
        ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

   Students taking this course are fulfilling a requirement for the AAS in Holistic Health
   and Wellness program of study.
   Students from any discipline may enroll in this course as part of their personal
   development especially as a method of exercise for fitness.

   b. Relationship to courses within the College

        i. Will the college submit this course to the statewide General Education
            Coordinating Committee for approval as a course which satisfies a general
            education requirement?   ___ yes   _x_ no

                    If yes, mark with an "x" the appropriate category below.
                    ___ Communication   ___ Social Science   ___ History
                    ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
                    ___ Mathematics   ___ Technology   ___ Diversity
                    ___ Information Literacy   ___ Ethical Reasoning/Action

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

    <u>yes</u>   Program-specific requirement for the following degree program(s):
<u>Associate in Applied Science: Holistic Health and Wellness</u>
    <u>   </u>   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i.   List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii. If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain. There are no colleges or universities in New Jersey which offer a comparable degree.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)

iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
x 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
x 5. Society and Human Behavior

x 6. Humanistic Perspective
x 7. Historical Perspective
x 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe the historical foundation and belief systems which gave rise to the disciplines of Yoga, Tai Chi and Qi Gong philosophies.
b. Explain the four Vedas from which Yoga was established.
c. Identify the Yoga Sutras of Patanjali.
d. Discuss different types of Yoga.
e. Explain the advent of Hatha Yoga as we know it today.
f. Describe the anatomy and physiology involved with the practice of Yoga.
g. Demonstrate the techniques used to practice Yoga.
h. Identify the health issues which can benefit from the use of Yoga.
i. Describe the traditional and classical theories of Qi Gong.
j. Identify the nine health Qi Gong forms and six additional styles and forms.
k. Discuss the health applications of Qi Gong.
l. Describe the history and philosophy of Tai Chi.

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m. Explain the five traditional schools of Tai Chi

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed. In addition, there is a practice component of the course for the demonstration and experience of Yoga, Qi Gong and Tai Chi.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    I.   Yoga
        A. Historical foundation of the Yoga philosophy
           1. Indus Valley Civilization
           2. Archeological evidence ~3000BC
           3. The Vedas Period of Yoga ~2000BC
           4. The minor Upanishads ~800BC
           5. The Bhagavad Gita ~400BC
           6. The Yoga Sutras of Patanjali ~100BC
              a. Yamas
              b. Niyamas
              c. Asanas
              d. Pranayama
              e. Pratyahara
              f. Dharana
              g. Dhyana
              h. Samadhi
           7. Hatha Yoga Pradipika
        B. Descriptions of the Five Paths of Yoga
           1. Hatha Yoga
           2. Raja Yoga
           3. Karma Yoga
           4. Bhakti Yoga
           5. Jnana Yoga
        C. Schools of Yoga
             1. Ashtanga
             2. Bikram
             3. Hatha
             4. Iyengar
             5. Kundalini
             6. Sviananda
             7. Viniyoga
        D. The Asanas of Hatha Yoga
             1. The Poses

      2. Breathing and Meditative Compliments
      3. The Anatomy and Physiology of the Asanas
  E. Health Issues and Concerns
      1. Aiding in Recovery
      2. Stress Management
      3. Personal Growth and Enhancement

II.   Qi Gong and Tai Chi
  A. History and Origins of Qi Gong and Tai Chi
      1. Confucianism
      2. Taoism
      3. Buddhism
  B. Forms
      1. Yi Jin Jing
      2. Wu Qin Xi
      3. Liu Zi Jue
      4. Ba Duan Jin
      5. Tai Chi Yang Sheng Zhang
      6. Shi Er Duan Jin
      7. Daoyin Yang Sheng Gong Shi Er Fa
      8. Mawangdui Daoyin
      9. Da Wu
  C. Techniques for Qi Gong and Tai Chi
      1. Intentional Movement
      2. Rhythmic Breathing
      3. Awareness
      4. Visualization
      5. Chanting/Sound
      6. Softness
      7. Solid Stance
      8. Relaxation
      9. Balance and Counterbalance
      10. Equanimity
      11. Tranquility
      12. Stillness
  D. Contemporary Views
  E. Health Applications

F. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

G. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-13

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF NURSING

1. COURSE NUMBER AND TITLE: HHAW 222: Holistic Design

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                   Lecture   Lab

3. CATALOG DESCRIPTION

This course is intended to educate the student in principles of holistic design incorporating conscious living and harmonious environments. Identifying concepts of harmony within the home and workplace environments using mental, emotional and physical health as cornerstones will lead students to design home, work and garden spaces that allow for more creativity, inspiration and productivity. Studies include architecture, aesthetics, and functionality. Transformative therapies of color, sound and aroma will bring the senses into the design.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: NONE
DIFFERENTIAL FUNDING CATEGORY: NONE

     COURSE TYPE FOR PERKINS REPORTING:
         yes_ vocational (approved for Perkins funding)
         ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

     a. Describe the need for this course.
         Students in the AAS Program for Holistic Health and Wellness would enroll in this elective.
         Students enroll in this course to provide them with a study of design elements and the quality of the environment that impact the creative and innovative aspects of productivity.

     b. Relationship to courses within the College

         i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ___ yes   _x_ no

                 If yes, mark with an "x" the appropriate category below.
                 ___ Communication   ___ Social Science   ___ History
                 ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
                 ___ Mathematics   ___ Technology   ___ Diversity
                 ___ Information Literacy   ___ Ethical Reasoning/Action

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

    __x__   Program-specific requirement for the following degree program(s): Associate in Applied Science: Holistic Health and Wellness

    ____   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i.   List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
NONE				

ii.   If "None" was inserted, please explain.
A course search yielded no Community College in NJ that offers a comparable course.

iii.   Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Free Elective		
Kean University	3.0	Free Elective		
Monmouth University	3.0	Free Elective		
Richard Stockton College	3.0	Free Elective		
Rowan University	3.0	Free Elective		
Rutgers – New Brunswick			X	

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    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain. There are no colleges or universities in New Jersey which offer a comparable program.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)

    iv. Seeking to empower students through mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral	x 6. Humanistic Perspective
x 2. Quantitative Knowledge and Skills	_ 7. Historical Perspective
x 3. Scientific Knowledge and Reasoning	x 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy	_ 9. Ethical Reasoning and Action
x 5. Society and Human Behavior	x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe the historical perspective of holistic design.
b. Explain the concepts of architecture, aesthetics, and functionality using holistic principles.
c. Determine the mind, body and spirit aspects of holistic design.
d. Discuss the role of the home in holistic health.
e. Express the role of natural materials in conjunction with environmental factors.
f. Explain the healthy options for business and work environments
g. Describe the ergonomics associated with work places.
h. Demonstrate an understanding of the ancient art of Feng Shui from the historical foundations to the modern applications.
i. Discuss transformative therapies of color and sound for stress reduction and relaxing environments.
j. Examine the various cultural contributions to holistic design.
k. Describe various gardening concepts with respect to holistic design.

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l. Design a home space, garden space and workspace reflecting the harmonious concepts of holistic design.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

I.   Principles of Design
        A. Architecture
        B. Aesthetics
        C. Functionality
II.   Holistic Perspective
        A. Yin and Yang
        B. The Three Realms
        C. Mind: the psychology of how we dwell
        D. Body: the comfort and productivity of how we work
        E. Spirit: the alignment of the environment with goals
        F. Conscious Living
III.   The Role of the Home
        A. Clutter and flow
        B. Lighting and air
        C. Water, aroma, and sound
        D. Color
        E. Plants
        F. Eating areas
        G. Sanctuaries
IV.   Natural Materials
        A. Recycling and upcycling
        B. Environmentally friendly materials
        C. Natural lighting
V.   Healthy Options for Businesses
        A. Ergonomics
        B. Work Stations
        C. Wellness Meditative Spaces
VI.   Feng Shui
        A. History
        B. Principles
        C. Ba Gua
        D. Harmonious Placement
        E. Elemental Theory

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      VII.   Transformative Therapy
           A. Color and Sound
           B. Stress reduction
           C. Relaxation and meditation
           D. Enhancing creativity
           E. Balancing right and left brain activity
      VIII.   Cultural Perspectives
           A. Native American: Medicine Wheel
           B. India: Vastu Shastra
           C. Celtic and Medieval Europe
      IX.   Gardens
           A. Japanese
           B. Water
           C. Color
           D. Aroma
           E. Aesthetics
      X.   Design Planning
           A. Home
           B. Work
           C. Garden

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Sample: A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.

#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:
PLT Approval of Form:

EXHIBIT B-14

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 271: History of England

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                           Lecture   Lab

3. CATALOG DESCRIPTION

This course traces the evolution of England, from the prehistoric past of Britain, through the early modern era. Emphasis will be placed on Pre-Historic Britain, the Celts, Roman Britain, Anglo Saxon England, Norman England, Tudor and Stuart England Colonialism, and the modern era. Specific focus will be placed on the social, political and religious growth of England, and how English history has impacted American democratic government.

4. PREREQUISITES: NONE   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 34   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   ___ vocational (approved for Perkins funding)
   _X_ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      i. England's history is rich in the interaction between peoples from diverse cultures, all of whom have greatly affected the development of the modern world. This course shall serve as a foundation course for students who wish to pursue a degree in History, Political Science, and/or Government. History of England would also benefit students studying other disciplines, since it is essential for all students to understand from where our political and governmental institutions came. Those studying English and Literature would benefit from the in depth discussions of literary works from the time periods discussed.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? _X_ yes   ___ no
         (Pending approval from NJCCC)

         If yes, mark with an "x" the appropriate category below.
         ___ Communication   ___ Social Science   _X_ History
         _X_ Humanities   ___ Lab Science   ___ Science (Non-Lab)
         ___ Mathematics   ___ Technology   ___ Diversity
         ___ Information Literacy ___ Ethical Reasoning/Action

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

    ____   Program-specific requirement for the following degree program(s):

    _____

    ____   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	History of England	HIS225	3	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJ Transfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC, Elective Credit, 3cr	Elective		
Kean University	HISTX1003, History Free Elective, 3cr	Elective		
Monmouth University	HS251, History of the British Isles, 3cr	Elective		
Richard Stockton College	HISTEC, Historical Studies Elective, 3cr	Historical Consciousness Course, Humanities GenEd		

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Rowan University	HIST5075, British History I, 3cr	GenEd		
Rutgers – New Brunswick	01512NM, American History Elective, 3cr	Elective (Not for Major Credit)		

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

    i. This course will help the college fulfill its mission of fostering excellence by offering comprehensive programs that develop international learners of all ages.

    ii. This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

        a. Provide a challenging, coherent, and integrated curriculum, including exceptional instructional and cultural programs, for a diverse population of students.

        b. Establish a shared commitment to high and meaningful educational and ethical standards.

        c. Prepare students for successful transfer to other educational institutions (for students who are and are not pursuing a degree in History).

        d. Prepare students for a rewarding life, marked by personal growth and life-long learning.

e. Mark with an "x" the General Education goal(s) addressed by this course:

X 1. Communication – Written and Oral   X 6. Humanistic Perspective
   2. Quantitative Knowledge and Skills   X 7. Historical Perspective
   3. Scientific Knowledge and Reasoning   X 8. Global and Cultural Awareness
   4. Technological Competency/Info Literacy   X 9. Ethical Reasoning and Action
X 5. Society and Human Behavior   X 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Discuss the geography and landscape of Great Britain.

b. Describe Celtic Britain and explain the consequences of Roman conquest and occupation on peoples.

c. Analyze the physical, social, and economic impact the Anglo-Saxon, Viking, and Norman invasions had on England.

d. Discuss the political, economic and social structure of Feudalism and the Manorial system, and analyze the impact each system had on society in England, as opposed to on the Continent.

e. Analyze the development of Parliament and the nature of the English Monarchy, as well as the change in religion.

f. Describe the events surrounding the English Civil War, Restoration Settlement and the causes and consequences of the Glorious Revolution of 1688.

g. Summarize England's development as it grew into the world's major colonial power.

h. Evaluate the impact England has had on the world, with focus on the United States.

i. Explain the role of England in both World Wars.

j. Designate the importance of the post-war "Special Relationship" between the United States and England (The United Kingdom).

8. METHODS OF INSTRUCTION
   a. Lecture and discussion
   b. Socratic Method
   c. Video presentations
   d. Student presentations

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

   Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    Unit I: Prehistoric and Roman Britain
    Unit II: Early Medieval Britain to 1066
    Unit III: Norman Britain, 1066-1485
    Unit IV: Tudor and Stuart England, 1485-1688
    Unit V: Revolution, and Reform, 1688-1832
    Unit VI: Britain as a Colonial Power
    Unit VII: Modern Britain- the Waning Empire and World Wars
    Unit VIII: Post War Britain
    Unit IX: The Anglo-American Alliance

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

4

Four tests, a minimum of two writing assignments, and a final examination.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

EXHIBIT B-15

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT-144: ~~UNIX~~ *INTRODUCTION TO OPERATING SYSTEMS USING UNIX*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                              Lecture Lab

3. CATALOG DESCRIPTION:

A course designed to enable the student to use the UNIX operating system. Topics include basic commands, compilers, editors, text processors, shell and awk programming, file system organization and basic system administration. Students will have access to ~~the~~ *Mac* computers *and a UNIX server* ~~housed in the Technology building~~. Open lab time required.

4. PREREQUISITES: Prior programming experience suggested
   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 3
   DIFFERENTIAL FUNDING CATEGORY: B

   COURSE TYPE FOR PERKINS REPORTING:
   _x_ vocational (approved for Perkins funding)
   ____ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a program specific elective in the Computer Science/Information Technology AAS degree.

   b. Relationship to courses within the College:
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ____ yes   _x_ no

          If yes, mark with an "x" the appropriate category below.
          ___ Communication ___ Social Science   ___ History
          ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
          ___ Mathematics   ___ Technology   ___ Diversity
          ___ Information Literacy ___ Ethical Reasoning/Action

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

   _x_   Program-specific requirement for the following degree program(s):
AS in Computer Science (including program options) and AAS in
Computer Science/Information Technology

          Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
Brookdale	*Introduction to UNIX*	*COMP145*	*3*	
Middlesex	*Unix and Shell Programming*	*CSC145*	*3*	
Mercer	*Mastering Linux*	*NET214*	*3*	
Raritan Valley	*UNIX and Linux*	*CISY 237*	*3*	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	*EC 3.0cr*	*Elective*		
Georgian Court University	*EC 3.0cr*	*Elective*		
Richard Stockton College	*CSISEC (Computer Science & Info Sys) 3.0cr*	*Elective*		
Monmouth University	*CS001 3.0*	*100 Level Elective*		
Kean University	*CPSX1003 "K1,K3" 3.0cr*	*Computer Science Elective*		
Rowan University	*CS01102 (INTRO TO PROGRAMMING) 3.0cr*	*Major*		

2

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)

    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   _ 8. Global and Cultural Awareness
x 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

    a. ~~Understand~~ *Describe* the UNIX system and how it works.

    b. Communicate electronically with users.

    c. ~~Gain experience in text editors and document formatters.~~

    d. *Discuss the current use of UNIX and its advantages.*

    e. ~~Understand~~ *Describe* and use the UNIX file system.

    f. ~~Gain experience with~~ *Describe and use* filters and pattern matching.

    g. ~~Gain experience in~~ *Describe and use* Shell programming.

    h. ~~Gain experience with~~ *Describe and use* compilers, linkers and awk programming.

    i. ~~Gain experience with~~ *Describe and use* processes (scheduling, monitoring, prioritizing and canceling).

    j. ~~Gain experience with~~ *Describe and use* system administration.

    k. *Compare the Unix system with other similar operating systems.*

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:

A) Introduction to the UNIX system
   1) Components of the UNIX operating system
   2) History of UNIX
   3) ~~Philosophy of UNIX operating system~~
   4) Current uses and applications of the UNIX operating system
   5) Login/logout process
   6) Establishing passwords
B) Communication
   1) Determining users on
   2) Chat
   3) Mail
   4) Broadcast
   5) Preventing user messages
C) Popular tools
   1) Obtaining help
   2) Switching accounts
   3) Disk utilization
   4) Date and calendar
D) File system structure
   1) File types
   2) Directory structure
      a) Paths: absolute and relative
      b) Creating files and directories
      c) Copy, Move and Link files
      d) Mounting and unmounting file systems
      e) Default and home directories
      f) Hard and symbolic links
   3) Permissions
      a) Changing user, group and others

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      b)   Set user id, group id and sticky bit

      c)   umask

    4)   Listing files

      a)   Wildcards and metacharacters

      b)   File types

      c)   File substitutions

      d)   Redirection and pipes

E) Editor (vi *vs. IDEs*)

    1)   Basic commands

    2)   Searching, changing and replacement

    3)   Inputting and saving text in vi

    4)   Macros, abbreviations, set options and shell escapes

F) Compiling (*JAVA vs. C++*)

    1)   ~~Preprocessor~~

    2)   Compilers

    3)   ~~Assembler~~

    4)   Linking

G) Process Control

    1) Monitoring processes

    2) Background and foreground

    3) Timing

    4) Prioritizing

    5) Killing

H) Performance tuning

    1) Scheduling (at and cron)

I) Filters

    1)   Sorting

    2)   Differences between files

    3)   Pattern matching

    4)   Stream editor

J) Shell programming

    1)   Kernel and Shell

    2)   Functions of Shell

    3)   Bourne Shell

      a)   Variables

      b)   Expressions

      c)   Quoting

      d)   Command line parameters

      e)   Customizing

    4)   Shell programming ~~menu system~~

5

         a)   Looping

         b)   Decision making

         c)   Functions

         d)   Validating input

         e)   Calling shell scripts

K) Awk programming

    1) Syntax

    2) Joining files using cut and paste

    3) Creating program

    4) Running program

L) ~~Text documenting tools~~

    ~~1) Spell checkers~~

    ~~2) nroff and mm commands~~

M) Comparisons to other operating systems

    1) Linux

    2) Various versions of UNIX

    3) Mobile UNIX-based

N) Basic system administration

    1) Establishing users and groups

    2) Establishing environments

    3) Backup and restores

    4) System monitoring tools

    5) System accounting tools

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of ~~13~~ *12* weekly labs and a minimum of 2 exams.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

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

EXHIBIT B-16

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATHEMATICS, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 165: Programming I

2. SEMESTER HOURS: 4   CONTACT HOURS: (4 + 0)
                                                      Lecture   Lab

3. CATALOG DESCRIPTION:

This course introduces the student to the fundamental techniques used in the development of software applications. The course teaches object-oriented programming concepts and principles using Java™ employing an interactive visual system interface. Students will learn good object-oriented practices through the development of graphic programs and simulations using sound object-oriented practices in an integrated and interactive software development environment. The topics covered include classes, objects, object interaction, algorithms, data types, control structures, one-dimensional arrays, attributes, methods, and messages. Working knowledge of windows required. Open lab time required.

PREREQUISITES: ~~None~~ *MATH-012 and ENGL-095 or Math and English placement requiring no remediation.*

4. COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 3
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING:
    _x_ vocational (approved for Perkins funding)
    ____ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

    a. Describe the need for this course.

    This is a required course in all Computer Science degree programs.
    This course addresses two key topics addressed by the Association for Computing Machinery (ACM)
    i. Finding new and better ways of teaching programming
    ii. Trying to place computing in a context that would serve to motivate and inspire students

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b. Relationship to courses within the College

  i. Will the college submit this course to the statewide General Education
      Coordinating Committee for approval as a course which satisfies a general
      education requirement?   _x_ yes   ___ no

        If yes, mark with an "x" the appropriate category below.
        ___ Communication   ___ Social Science   ___ History
        ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
        ___ Mathematics   _x_ Technology   ___ Diversity
        ___ Information Literacy ___Ethical Reasoning/Action

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

        ___   Program-specific requirement for the following degree program(s):

               _____

        ___   Elective

c. Related courses in other institutions:

    [NOTE: The two charts below need to be completed when submitting a new
    course proposal. They do not need to be completed for most course revisions,
    unless an Official Course Description is so old that the course's transferability
    needs to be reconsidered, as in the case of an obsolete course which may be
    reactivated.]

  i. List any comparable course(s) by completing the table below. Insert "None" if
      there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
Brookdale	Programming I	CISM154	3	Require 3 credit COMP-126 Computer Logic and Design
Middlesex	Introduction to Computer Science Using Java	CSC161	4	

  ii. If "None" was inserted, please explain.
  iii. Complete the table below. The institutions listed comprise the top six institutions
       queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01:198:111 Introduction to Computer Science 4 credits	Major		
Georgian Court University	CS123 Computer Programming I 4 credits	Major/Minor		
Monmouth University	CS175 Introduction to Computer Science 4 credits	Major		
Richard Stockton College	CSIS2101 Programming and Problem Solving I 4 credits	Major		
Kean University	CPS1231 Fundamentals of Computer Prog. Science 4 Credits	Major		
Rowan University	CS 04.113 Intro to Object Oriented Prog. 4 credits	Major		

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)

    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   _ 8. Global and Cultural Awareness
x 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Identify the steps required in problem solving.
b. Discuss object-oriented principles.
c. Identify the properties of an algorithm.
d. Differentiate between an algorithm and a computer program.
e. Identify the basic data types available in Java.
f. Design, code, test and debug simple programs written in an object-oriented language.
g. Write programs in Java utilizing the concepts of classes and objects.
h. Write simple programs that make use of the "is-a" relationship among objects using a ~~class hierarchy~~ *mini-language*.
i. Explain and write simple programs *using a mini-language* that use inheritance and polymorphism.
j. Write programs that use conditional control structures and methods.
k. Write programs in Java utilizing repetition structures and methods.
l. Apply the technique of decomposition in program construction.
m. Differentiate between a void method and one that returns a value.
n. ~~Write Java programs using~~ *Construct and manipulate* one-dimensional arrays.
o. Design, code and test simple event-driven programs.
p. Write simple Graphical User Interface (GUI) applications in Java.

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE

PHASE I – Using a visual tool to learn problem solving with a computer

A) Introduction to a mini-language
  1) Running Simple Programs
  2) The object-oriented paradigm
    a) Objects in the world
    b) State of an object – attributes
    c) The behavior of an object
    d) Sending messages, Signatures
    e) The difference between an object and a class
    f) Return Types
    g) Parameters
  3) Control Structures
  4) Object Interaction
  5) Encapsulation, Inheritance and Polymorphism

B) Problem Solving and Algorithms Using a Mini-language
  1) Problem Solving Techniques
  2) Algorithms
  3) Decomposition

C) Programming by Example
  1) Classes and Objects
  2) The program hierarchy
  3) Simple graphical objects
  4) Common idioms

PHASE II – Learning Java

D) Introduction to Computers and Programming
  1) History of Computers
  2) History of Programming Languages
  3) How to set up the Java Programming Environment
  4) Using an Integrated Development Environment (IDE)

E) Introduction to Java Programming
  1) Command line program
  2) GUI program
  3) The Java Package
  4) Understanding the Java CLASSPATH

F) Data Representation
  1) Data Types
  2) Identifiers
  3) Arithmetic Operations

5

4) Variable and Declaration Statements

5) Data Type Conversions

6) Assignment Statements

G) Methods

1) Creating methods

2) Invoking methods

3) Methods and the object-oriented paradigm

4) Mechanics of the method-calling process with respect to object-oriented programming

5) Passing parameters

6) Returning Values

H) Selection Structures

1) Selection Criteria - Relational and Logical Operators

2) One and Two-way Selection

3) Multi-way Selection

4) Compound Conditions

5) Problem Solving - Data Validation

I) Repetition Structures

1) Pre-test Loops

2) Post-test Loops

3) Counter Loops

4) Interactive Loops

5) Nested loops

J) Using common Java Library Classes

1) Math Class

2) String Class

3) Creating a random number generator

4) Reading Javadoc

K) Step-wise refinement

1) Top-down design

2) Software engineering

3) Case-study

4) Programming idioms

5) Patterns

6) Algorithmic design

L) Arrays

1) Creating arrays

2) Examples

3) Enhanced for loop

M) Creating GUI Applications
1) Using a graphic library and graphic tools
a) The coordinate system
b) The graphics class hierarchy
c) Learning to use graphic objects
2) Responding to mouse events
3) Creating compound objects

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of 6 minor programs and 5 major programs, a minimum of 5 minor chapter quizzes, exercises or labs, a minimum of 2 exams (including final outcome assessment exam and skills assessment within assigned programs).

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: February 28, 2011
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-17

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATHEMATICS, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 166: Programming II

2. SEMESTER HOURS: 4   CONTACT HOURS: (4 + 0)
                                                    Lecture   Lab

3. CATALOG DESCRIPTION:

This course continues the study of software development using the Java™ programming language. The course extends the development and growth of object-oriented paradigms through discussions of patterns, use of Unified Modeling Language (UML), and case studies. Students shall develop proficiency in debugging and test-driven development. Additional topics include files, arrays, collections, enumeration, recursion, sorting and searching. Open lab time required.

4. PREREQUISITES: CSIT165   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 3
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING:
    _x_ vocational (approved for Perkins funding)
    ____ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

This is a required course for all Computer Science degree programs, many Engineering programs, and many Information Technology certificates. The course resolves the need for good problem solving skills.
This course *also* addresses two key topics identified by the Association for Computing Machinery (ACM)
    i. Finding new and better ways of teaching programming
    ii. Trying to place computing in a context that would serve to motivate and inspire students

b. Relationship to courses within the College

    i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   __ yes   _X_ no

If yes, mark with an "x" the appropriate category below.
    ___ Communication   ___ Social Science   ___ History
    ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)

1

___ Mathematics   ___ Technology   ___ Diversity
___ Information Literacy   ___ Ethical Reasoning/Action

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

    __X__   Program-specific requirement for all Computer Science degree programs.
    ___   Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
Brookdale	Programming II	COMP271	3	Require COMP-126 Computer Logic and Design (3 credits)
Middlesex	Object Oriented Programming Using Java	CSC161	4	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	Topics covered in First Course	Major		
Georgian Court University	CS126 Computer Programming II 4 credits	Major/Minor		
Richard Stockton College	CSIS2102 Programming and Problem Solving II 4 credits	Major		
Monmouth University	CS176 Introduction to Computer Science II 4 credits	Major		

2

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Kean University	CPS 2231 Computer Organization & Programming 4 credits	Major		
Rowan University	CS 04.114 Object Oriented Programming and Data Abstraction 4 credits	Major		

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

    iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)

    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)

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

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   _ 8. Global and Cultural Awareness
x 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

3

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

    a. Discuss Object-Oriented concepts
    b. Demonstrate how to read and create UML diagrams
    c. Explain and use Javadoc documentation
    d. Write programs that use Exception Handling capabilities
    e. Demonstrate how to debug programs using Integrated Development Environment (IDE)
    f. Define Inheritance, Polymorphism, Virtual Classes and Interfaces
    g. Write programs that use Inheritance, *and* Polymorphism, ~~Virtual Classes and Interfaces~~
    h. Write programs that use file Input/Output (I/O) facilities
    i. Write programs that use unordered and ordered lists
    j. Write programs that use tables
    k. Write programs that use sequential and binary search algorithms
    l. Write programs that use common quadratic sorting algorithms
    m. ~~Write~~ *Examine* programs that use Collections Classes
    n. Describe generics and enumeration types
    o. Examine programs that use recursion
    p. Demonstrate critical thinking skills through the analysis, design, implementation and documentation of real world problems in an object-oriented language

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE
    A) Review of Fundamental Language Constructs
    B) UML
        1) Reading and creating structure diagrams - Class Diagrams, Component Diagrams and Object Diagrams
        2) Reading and creating behavior diagrams – Activity Diagrams and Use Case Diagrams
    C) Javadoc
        1) Reading and using Javadoc for new and unfamiliar classes
        2) Creating Javadoc to document programs

D) Object-Oriented Details
  1) Object Interaction
  2) Inheritance and Polymorphism
  3) Virtual classes and Interfaces
E) Debugging and Error Handling
  1) How to use the debugging facility
  2) Using the try/catch exception handling constructs
  3) Creating and catching user-created Exception classes
F) Files and Streams
  1) Creating and processing Sequential-Access Files
  2) Creating and reading objects
  3) Serialization of Objects
G) Array Processing
  1) Text Processing
  2) Tables
  3) Unordered lists
  4) Ordered lists
H) Searching and Sorting
  1) Sequential and binary search algorithms
  2) Quadratic sorting algorithms
I) Collections
  1) Overview
  2) Methods
  3) Interface
J) Recursion
  1) Concepts and Implementation
  2) Examining classic examples: factorial, Fibonacci, Towers of Hanoi

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of 6 minor programs and 5 major programs, a minimum of 5 minor chapter quizzes, exercises or labs, a minimum of 2 exams (including final outcome assessment exam and skills assessment within assigned programs).

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: February 28, 2011
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012
Board of Trustees Approval Date: November 4, 2013

EXHIBIT B-18

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATHEMATICS, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 265: Data Structures and Analysis

2. SEMESTER HOURS: 4   CONTACT HOURS: (4 + 0)
                                              Lecture   Lab

3. CATALOG DESCRIPTION:

   This course examines the representation, implementation and application of data structures and their use in programs developed using the object-oriented paradigm. The data structures include lists, stacks, queues, dequeues, vectors, trees and graphs. Additional topics include array and linked list implementation, recursion, binary search tree, sequences and dictionaries. Algorithms are developed to operate upon these structures. All assignments will be programmed in a modern object oriented programming language (Java™). Open lab time required.

4. PREREQUISITES: CSIT166   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 22   COURSE FEE CODE: 3
   DIFFERENTIAL FUNDING CATEGORY: B

   COURSE TYPE FOR PERKINS REPORTING:
        _x__ vocational (approved for Perkins funding)
        ____ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      This is a required course in all Computer Science AS degrees and an elective in the Computer Science/Information Technology AAS degree.

   b. Relationship to courses within the College:

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _x_ no

         If yes, mark with an "x" the appropriate category below.
         ___ Communication   ___ Social Science   ___ History
         ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
         ___ Mathematics   ___ Technology   ___ Diversity
         ___ Information Literacy ___Ethical Reasoning/Action

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

    __x__   Program-specific requirement for the AS Computer Science (including program options) and an elective
               AAS Computer Science/Information Technology
    __ __   Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
Brookdale	Data Structures	COMP-228	3	
Middlesex	Data Structures in Java	CSC-236	4	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01:198:112 Data Structure 4 credits	Major		
Georgian Court University	CS227 Data Structures 3 credits	Minor		
Richard Stockton College	CSIS3103 Data Structures 4 credits	Major		
Monmouth University	CS305 Data Structures and Algorithms 4.0 credits	Major		
Kean University	CPS 2232 Data Structures & Algorithm Analysis 4 credits	Major		

2

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rowan University	CS 04.222 Data Structures and Algorithms 4 credits	Major		

      iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

      v. If not transferable to any institution, explain.

  d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

      i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)

      ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

      iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)

      iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)

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

  e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
x 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
_ 7. Historical Perspective
_ 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

    a. Define and use the Big-O notation in the analysis of algorithms

    b. Describe the core elements that encompass the collections framework

    c. Construct and implement the linked list class

    d. Construct and implement circular and doubly linked classes

    e. Construct and implement the stack class

    f. Construct and implement the queue and priority queue classes

g. Define and evaluate recursive algorithms
h. Construct and implement search and hash algorithms
i. Construct and implement both internal and external sorting algorithms
j. Analyze the various sorting algorithms
k. Construct and implement trees and generic trees
l. Construct and implement a binary search tree
m. Construct and implement the Adelson, Veiskii and Landis (AVL) tree class
n. Construct and implement the graph class

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

10. TENTATIVE TOPICAL OUTLINE:

A) Analysis
   1) Algorithms
   2) Big-O Notation
      a) Constant Function
      b) Logarithmic Function
      c) Linear Function
      d) Log Function
      e) Quadratic Function
      f) Cubic Function
      g) Exponential Functions
   3) Best-Case and Worst-Case Running Times
B) The base data structures, abstraction and ADTs
   1) Definition
   2) Array Implementation
   3) Multidimensional Arrays
   4) Collection Framework
   5) Application
C) Linked Lists
   1) ADT
   2) Dynamic
   3) Singly and Doubly Linked Lists

4

4) Circular Linked Lists

5) Multiple Linked Lists

6) Application

D) Stacks

1) ADT

2) Implementing a Stack using an Array

3) Implementing a Stack using a generic linked list

4) Application

E) Queues

1) ADT

2) Circular Queues

3) Priority Queues

4) Application

F) Recursion

1) Implementation

2) Evaluation

3) Backtracking Algorithms

4) Parsing Algorithms

G) Trees

1) General Trees

2) Tree Traversal Algorithms

3) Binary Trees

4) Application

H) Maps and Dictionaries

1) Definition and implementation

2) Hash tables

3) Dictionary ADT

I) Search Trees

1) Definition and Implementation

2) Binary Search Trees

3) Infix, Prefix and Postfix

4) AVL Trees

5) Splay Trees

J) Sorting and Sets

1) Merge-Sort

2) Quick-Sort

3) Bucket-Sort and Radix-Sort

4) Comparing Sorting Algorithms

K) Graphs
   1) Definition
   2) Data Structures for Graphics
   3) Graph Traversal
   4) Directed Graphs
   5) Weighted Graphs
   6) Algorithms involving graphs
      a) Shortest Path
      b) Minimum Spanning Tree
   7) Applications

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS:

A minimum of 5 major programs, a minimum of 6 chapter exercises, quizzes or labs, and a minimum of 2 exams and/or a third party assessment exam.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction

#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: February 28, 2011
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-19

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF *BUSINESS,* SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: ~~HOSP 110: Introduction to Hospitality Management~~
   HRTM 110: Introduction to Hospitality, Recreation and Tourism Management

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                      Lecture   Lab

3. CATALOG DESCRIPTION

   This course acquaints students with the scope and complexity of the hospitality industry by exploring the national and global relationships of lodging, food *and beverage* service, *travel* and tourism operations, *overall hospitality business operations.* The course examines career opportunities, organizational structures, current trends, human resource management, *marketing,* and the effects of technology on customer and guest service requirements within the industry.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
       _x_ vocational (approved for Perkins funding) – **AWAITING APPROVAL**
       ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      ~~Students in the AAS in Hospitality and Tourism program enroll in this required course.~~ *With the growth of tourism surpassing 87 million visitors to New Jersey destinations in 2013 (accounting for over 320,000 jobs, and allowing for a 24% increase in tourism construction and investment in facilities), the need for educated and skilled employees is in demand and will continue to grow. OCC is centrally located within Ocean, Monmouth and Atlantic counties, which are the heart of NJ tourism and thus offer tremendous job opportunities for our students in the AS program in Hospitality, Recreation and Tourism Management, whom must enroll in this required course.* Students in business and other programs may enroll in this course to understand the hospitality industry as they work in or own/operate a business.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _x_ no

1

If yes, mark with an "x" the appropriate category below.

___ Communication   ___ Social Science   ___ History
___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
___ Mathematics   ___ Technology   ___ Diversity
___ Information Literacy   ___ Ethical Reasoning/Action

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

   x   Program-specific requirement for the following degree program(s): ~~A.A.S. in Hospitality and Tourism~~ A.S. in Hospitality, Recreation, and Tourism Management.

   ___   Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC	Introduction to Hospitality Management	HRM 101	3.0	
Burlington CC	Introduction to Hospitality	HOS 110	3.0	
Atlantic Cape CC	Orientation to Hospitality and Tourism	HOSP 100	3.0	
Camden CC	Introduction to Hospitality	HTS 101	3.0	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Elective		
Kean			X	

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University				
Monmouth University			X	
Richard Stockton College	HTMS2101 (Introduction to Hospitality Management) 3.0 cr.	Hospitality & Tourism Management Elective Credit		
Rowan University	3.0	Elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.
~~AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.~~

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e.   Mark with an "x" the General Education goal(s) addressed by this course:

_ 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior
_ 6. Humanistic Perspective
_ 7. Historical Perspective
x 8. Global and Cultural Awareness
_ 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

1. Describe the scope of the hospitality industry and identify the key industry segments.
2. Identify career opportunities within the hospitality industry and the educational and training requirements to enter and be successful in this industry.
3. Trace the origins, growth, size and scope of the hospitality industry.
4. Identify and distinguish among the various types of operations within the hospitality industry.
5. Describe the globalization of this industry.
6. Explain current trends within the industry, both domestic and foreign, and forecast several factors that are likely to affect the future of the hospitality industry.
7. Summarize the basic principles and concepts of sustainability and "green" practices in the hospitality and tourism industries.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

1. *Dimensions of the Hospitality Industry* ~~Hospitality History~~
2. *Early Development of the Hospitality Industry* ~~Tourism~~
3. *Dimensions of Travel and Tourism* ~~Why People Travel~~
4. *Lodging Operations: A Systems Approach* ~~Lodging & Lodging Operations~~
5. *Planning Lodging Facilities* ~~Cruising~~
6. *Dimensions of Food and Beverage Service*
7. *Food and Beverage Operations: A Systems Approach* ~~Restaurants & Restaurant Operations~~
8. *Travel and Transportation Services* ~~Managed Services~~
9. *Hospitality and Tourism Business Organizations* ~~Clubs~~
10. *Managing Hospitality and Tourism Operations* ~~Theme Parks and Attractions~~
11. *Hospitality and Tourism Marketing* ~~Gaming Industry~~
12. *Tomorrow's Hospitality and Tourism Industry* ~~Meetings, Conventions, and Expositions~~
13. ~~Special Events~~

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent *will be required*.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: May 27, 2014

EXHIBIT B-20

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF **BUSINESS**, SOCIAL SCIENCE, AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: ~~HOSP-112   Events Planning~~ **HRTM 212:**
   Conferences, Conventions and Special Events Management

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                    Lecture   Lab

3. CATALOG DESCRIPTION

   ~~This course provides students with an introductory approach to planning and executing~~
   ~~meetings, special events and conferences.~~ **This course is a study of how to plan, design,**
   produce and evaluate conferences, teleconferences, conventions, special events, seminars
   and symposia events. The course examines practical advice on every aspect of
   organizing and managing special events, such as choosing the best venue; preparing and
   managing the budget; scheduling; coordinating food and beverages; selecting decor,
   themes, and entertainment; media; and staffing. **Emphasis is on the interaction**
   between the staff, the customer, guests, contractors, and others necessary to
   implement and manage a successful event. Additional focus on catering through
   hotels, restaurants or private companies, as well as examining the costs involved in
   building and sustaining a successful business.

4. PREREQUISITES: NONE   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   _x_ vocational (approved for Perkins funding) – **AWAITING APPROVAL**
   ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.

      ~~Students in the AAS in Hospitality and Tourism program enroll in this required~~
      ~~course.~~ **Conferences, conventions, expositions, meetings and other types of**
      events, are a rapidly growing segment of the hospitality, recreation and
      tourism industries, offering a broad range of employment opportunities.
      Students in AS program in Hospitality, Recreation and Tourism
      Management will enroll in this course to gain a comprehensive overview of
      what it take to plan, develop, market and execute special events for agencies
      and corporation, as well as to attract domestic and international tourist.
      Students in business and other programs may enroll in this course to develop the
      skills necessary to plan events at the workplace.

   b. Relationship to courses within the College

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ____ yes _x_ no

    If yes, mark with an "x" the appropriate category below.
    ___ Communication   ___ Social Science   ___ History
    ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
    ___ Mathematics   ___ Technology   ___ Diversity
    ___ Information Literacy   ___ Ethical Reasoning/Action

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

    _x_   Program-specific requirement for the following degree program(s): ~~A.A.S. in Hospitality and Tourism~~ *AS in Hospitality, Recreation & Tourism Management*
    ___   Elective

c.   Related courses in other institutions

    [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Atlantic Cape CC	Catering and Events Planning	HOSP250	3.0	
Bergen CC	Event Planning and Management	HRM-129	3.0	
Camden CC	Meeting and Special Event Planning	HTS 205	3.0	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court	3.0	Elective		

University				
Kean University	3.0	Elective		
Monmouth University			X	
Richard Stockton College	3.0	Hospitality and Tourism Management Elective Credit		
Rowan University	3.0	Elective		
Rutgers – New Brunswick			X	

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.
~~AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.~~

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
    v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   x 8. Global and Cultural Awareness
x 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Explain the five stages of event management: research, design, planning, coordination, and evaluation.
b. Explain how to effectively manage time, human resources, and volunteers.
c. Describe the process of hiring vendors, caterers, sound and light technicians, entertainment, and other resources.
d. Demonstrate how to conduct an event site inspection.
e. Identify risk-management procedures and tactics.
f. Identify the requirements for contracts, permits, and licenses, and how to meet these requirements.
g. Explain budgeting, pricing, and accounting as they relate to event design.
h. Demonstrate the principles of design in event decoration.

8. METHODS OF INSTRUCTION

Lecture, group discussion **research project** and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a. ~~Theory of Event Leadership~~ *Introduction to the various segments of the industry*
b. ~~Event Administration~~ *Controlling the Planning, Organization and Directing of Events*
c. ~~Event Coordination~~ *Event Administration in dealing with Convention & Visitors' Bureaus*
d. Event Marketing *for Trade Shows and Expositions*
e. Legal, Ethical, and Risk Management *Challenges*
f. *Selling the Events, Negotiations and Contracts*
g. ~~Technology for Professional Development~~ **Coordination with Hotels, Restaurants, Entertainment and other Venues**
h. *Directing the Future of Events and Meetings with Technology*
i. *Function Rooms and Meeting Setups*
j. *Meeting with Planning Groups for Theme & Project Review*

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit

4

C+	Above Average	P	Passing		NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent **will be required.**

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: May 27, 2014

EXHIBIT B-21

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: ~~HOSP 120: Food, Beverage, and Labor Cost Control~~
HRTM 220 Managerial Accounting for Hospitality Industry

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                 Lecture   Lab

3. CATALOG DESCRIPTION

This course acquaints students with the principles of cost controls and their application **by examining break-even and ratio analysis, interpretation of financial statements, budgeting, cash forecasts and hospitality case studies.** ~~to food and beverage operations.~~ **Hospitality managerial accounting emphasizes planning and control functions including yield management, cash and operating budgets, industry standards and decision making.** Emphasis is placed upon the diverse elements of sales within a food and beverage establishment and upon cost controls needed to maintain a profitable operation. ~~Topics include costs and sales relationship, forecasting sales, preparing budgets, cost control systems, controlling inventory, and computer equipment and software.~~

4. PREREQUISITES: **HRTM 110** & ACCT 161   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 30   COURSE FEE CODE: 1
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
        _X_ vocational (approved for Perkins funding) – **AWAITING APPROVAL**
        ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.
      Students in the ~~AAS~~ AS in Hospitality, **Recreation** and Tourism program enroll in this required course. **This course is an indirect continuation of the business accounting course ACCT 161, in that it now takes the knowledge and skills learned in that course, and with added learning objectives focuses on applying accounting functions to food, beverage, lodging and other activities in the HR&T industries.** Students in business and other programs may enroll in this course to understand the more dynamic accounting and cost issues specific to the hospitality industry as they work in or own/operate a business.

   b. Relationship to courses within the College

      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   ___ yes   _X_ no

I

If yes, mark with an "x" the appropriate category below.

___ Communication   ___ Social Science   ___ History
___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
___ Mathematics   ___ Technology   ___ Diversity
___ Information Literacy   ___ Ethical Reasoning/Action

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

    __X__   Program-specific requirement for the following degree program(s): A.A.S. in Hospitality and Tourism **A.S. in Hospitality, Recreation and Tourism Management**

    ___   Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	Food, Beverage, and Labor Cost Control	ACC 109	3	
Hudson County CC	Food, Beverage, and Labor Cost Control	CAI 223	3	
Raritan Valley CC	Food, Beverage and Labor Cost Control	FMTC 211	3	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)

2

Georgian Court University	EC code 56 3 credits	BA in Applied Arts and Science only		
Kean University	ACCT x2001 3 credits	Accounting Major Lower Level Elective		
Monmouth University	FE 001 3 credits	100 Level Free Elective		
Richard Stockton College	HTMSEC 3 credits	Hospitality and Tourism Management Elective Credit		
Rowan University	INTR 99076 3 credits	Free Elective		
Rutgers – New Brunswick			X	

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.
~~AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.~~

  d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

    i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
    ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
    iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
    iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
    v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

  e. Mark with an "x" the General Education goal(s) addressed by this course:

    x 1. Communication – Written and Oral
    x 2. Quantitative Knowledge and Skills
    _ 3. Scientific Knowledge and Reasoning
    _ 4. Technological Competency/Info Literacy
    _ 5. Society and Human Behavior

    _ 6. Humanistic Perspective
    _ 7. Historical Perspective
    _ 8. Global and Cultural Awareness
    _ 9. Ethical Reasoning and Action
    x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

3

Students who successfully complete this course will be able to:

a. Define and understand the terms cost and sales.
b. Describe fixed, variable, prime, unit and other related examples of costs.
c. Explain and illustrate monetary and nonmonetary sales concepts.
d. Identify and evaluate the significance of cost-to-sales relationships.
e. Classify and interpret several of cost-to-sales ratios important in food and beverage management.
f. Analyze weighted food costs and contribution margins.
g. Appraise food and beverage purchases and controllable expenses.
h. Define budgetary and internal control and methods.
i. Evaluate staff scheduling and labor costs.
j. Identify negative cost effects and how to initiate corrective action.

8. METHODS OF INSTRUCTION

Lecture, Problem Presentation and Solving, Practical Application Demonstrations and Assignments, and other classroom and learning activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE
   a. Cost and Sales Concepts
   b. Cost Control Process
   c. Cost/Volume/Profit Relationships
   d. Food Purchasing and Receiving Controls
   e. Food Storing and Issuing Controls
   f. Food Production Control
   g. Monitoring Daily Food and Beverage Costs
   h. Monitoring Monthly Food and Beverage Costs
   i. Understanding Actual vs. Standard Food Costs
   j. Analyzing Food and Beverage Sales
   k. Labor Cost Considerations
   l. Establishing Performance Standards
   m. Training Staff
   n. Monitoring Performance and Taking Corrective Actions

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two exams and at least one research project **will be required.** Examinations will encompass theoretical questions and practical application problems. Research assignments will require the planning of a menu, accompanied by the cost analysis of the individual food and beverage items.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: May 27, 2014

EXHIBIT B-22

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF **BUSINESS**, SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: ~~HOSP 115   Hospitality Law~~ **HRTM 225 Legal Aspects of Hospitality, Recreation and Tourism**

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                   Lecture   Lab

3. CATALOG DESCRIPTION

This course will introduce students to the **basic principles of law, its sources, attributes and important definitions, as well as how to read legal cases. The students will learn how laws are applied primarily to restaurants, public lodging facilities, travel agents, airlines, recreational and sports facilities, clubs, resorts, and other public venues. Focus will also be on how judges and legislators balance the interests of customers and travelers with those of business proprietors. There will be an in-depth examination of the legal rights and duties of guests and patrons in comparison to innkeepers and restaurateurs.** ~~laws and regulations that influence business and management decisions in the hospitality industry. It will focus on the legal fundamentals for the hospitality industry which include negligence, relationships with guests, contracts, liability and the sale of food and alcohol.~~ This course will also explore the question of ethics in hospitality management.

4. PREREQUISITES: ~~HOSP 110~~ HRTM 225   COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 1
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   _x_ vocational (approved for Perkins funding) – **AWAITING APPROVAL**
   ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course.
      In the litigious society that we live in today, it is wise for any employee, manager or owner of a business to have a basic understanding of the laws that surround that business or industry. By its very nature, this required course encourages students to carefully examine and analyze laws and regulations in determining how to best address liability related problems. This course will also develop within the student an awareness of analytical risk management. Through case study a student will become better informed of decision-making relative to the guest and customer relations, as well as focusing on potential risk management by examining the perils associated with hospitality and recreations operations.
      ~~Students in the AAS in Hospitality and Tourism program enroll in this required course. Students in business and other programs may enroll in this course~~

1

~~because they want to understand the laws and regulations specific to the
hospitality industry as they work in or own/operate a business.~~

b. Relationship to courses within the College

   i. Will the college submit this course to the statewide General Education
Coordinating Committee for approval as a course which satisfies a general
education requirement? ____ yes   _x_ no

      If yes, mark with an "x" the appropriate category below.
      ___ Communication   ___ Social Science   ___ History
      ___ Humanities   ___ Lab Science   ___ Science (Non-Lab)
      ___ Mathematics   ___ Technology   ___ Diversity
      ___ Information Literacy   ___ Ethical Reasoning/Action

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

      _x_ Program-specific requirement for the following degree program(s):
      ~~A.A.S. in Hospitality and Tourism~~ **A.S. in Hospitality,
Recreation and Tourism Management**
      ___ Elective

c.   Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course
proposal. They do not need to be completed for most course revisions, unless an Official
Course Description is so old that the course's transferability needs to be reconsidered, as
in the case of an obsolete course which may be reactivated.]

   i. List any comparable course(s) at other community colleges by completing the
table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Atlantic Cape CC	Hospitality Law	HOSP225	3.0	
Bergen CC	Hospitality Law	HRM-219	3.0	
Burlington CC	Hospitality Law	HOS 260	3.0	
Mercer CC	**Hospitality Law**	**HOS-208**	**3.0**	
Camden CC	**Hospitality Law**	**LAW-104**	**3.0**	

   ii. If "None" was inserted, please explain.
   iii. Complete the table below. The four-year institutions listed below comprise the
top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course

Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC - 3.0	Elective Credit		
Kean University	FEX1000 "K3" – 3.0	Free Elective		
Monmouth University			X	
Richard Stockton College	HTMS3110 (Legal, Social, Ethical Environment of Business) - 3.0	Major		
Rowan University	INTR99070 (Free Elective) 3.0	Free Elective		
Rutgers – New Brunswick			X	

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.
~~AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.~~

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   _ 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   _ 8. Global and Cultural Awareness

_ 4. Technological Competency/Info Literacy   x 9. Ethical Reasoning and Action
x 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. ~~Explain~~ **Understand the laws surrounding hospitality, recreation and tourist related operations and how to apply them.** ~~the laws of innkeeping and how they apply to the hospitality industry as a whole.~~
b. Analyze and explain a legal case, **having examined the source of the law and its attributes.**
c. Describe the relationship between **and individuals rights and duties.** ~~ethics and the law.~~
d. Formulate operational policies **and principles of hospitality law, basic court procedures, civil rights issues and contract law.** ~~to conform to the requirements of the various state and federal agencies and guidelines.~~
e. Identify and explain the liability issues within the hospitality, **recreation and tourism industries.** ~~y.~~
f. Explain the need and process for **duties owed to guests and patrons, vs. the rights of unwanted customers and their** exclusion ~~and~~ or ejection **from the premises.** ~~of undesirables.~~
g. Compare and contrast the types of contracts made in the hospitality industry.
h. Identify and evaluate legal issues for the purpose of making and articulating appropriate managerial and executive decisions.

8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a. Introduction to Contemporary Hospitality Law
b. Legal Procedures
c. Civil Rights and Hospitality Businesses
d. Contract Law and the Hospitality Industry
e. Principles of Negligence
f. Negligence and Hospitality Practices
g. **Relationship of** Guests and Other Patrons
h. Protecting Patrons' Property
i. Rights of Innkeepers
j. Guests' Rights
k. Employment

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l. Regulation and Licensing
m. The Developing Law of Casinos
n. **Liability and the Sale of Food and Alcohol**
o. **Travel Agents and the Airlines – Rights and Liabilities**

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one **research assignment/**project, or the equivalent **will be required.**

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: May 27, 2014

EXHIBIT B-23

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: ARTS-181:   ~~Art History I~~ *Art from Prehistory to Middle Ages*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                                     Lecture   Lab

3. CATALOG DESCRIPTION:

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Prehistoric through the Gothic Periods. This course explores the motivations, motifs, and vocabulary of art within its physical and socio-political context. Emphasis will be placed on the identification of works and their association with their time period, culture and subsequent characteristics.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 3
   DIFFERENTIAL FUNDING CATEGORY: A

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

6. Justification

   a. Describe the need for this course.

      Art History I introduces students to the great tradition of the visual and plastic arts in Western culture. Art History not only instructs them in the development of art but also touches on culture, politics, social customs, and historical development of specific societies.

   b. Relationship to courses within the College
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   _x_ yes   ____ no

         If yes, mark with an "x" the appropriate category below.
         ____ Communication   ____ Social Science   ____ History
         _x_ Humanities   ____ Lab Science   ____ Science (Non-Lab)
         ____ Mathematics   ____ Technology   ____ Diversity
         _x_ Information Literacy   _x_ Ethical Reasoning/Action

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

1

___ Program-specific requirement for the following degree program(s):

_____

___ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	History of Art: Ancient Through Medieval	ARTH106	3	
Mercer CC	History of Art I	ART 121	3	
Atlantic Cape CC	Art History from Ancient Times to the Gothic Period	ARTS108	3	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01082105 (Introduction to art History), 3 cr.	Gen Ed: Arts and Humanities, Historical Analysis		
Georgian Court University	AR115 (Art History I), 3 cr.	Gen Ed: Visual & Performing Arts		
Richard Stockton College	ARTV2175 (Art History I), 3 cr.	Gen Ed:Area A Arts		
Monmouth University	AR241 (History of Art I), 3 cr.	Gen Ed: Aesthetics		
Kean University	AH1700"*K1,K3*" (Art-PREHIST	Gen Ed: Humanities		

	to Middle Ages), 3 cr.			
Rowan University	ARHS03103 (Art Hist Survey I), 3 cr.			

    iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

    v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

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

    ♦ This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

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

        ➢ Establish a shared commitment to high and meaningful educational and ethical standards.

        ➢ Prepare students for successful transfer to other educational institutions.

        ➢ Prepare students for a rewarding life marked by personal growth and life-long learning.

e. Mark with an "x" the General Education goal(s) addressed by this course:

    _ 1. Communication – Written and Oral   x 6. Humanistic Perspective
    _ 2. Quantitative Knowledge and Skills   x 7. Historical Perspective
    _ 3. Scientific Knowledge and Reasoning   x 8. Global and Cultural Awareness
    _ 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
    _ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

    a. Identify specific visual imagery of each cultural period.
    b. Locate geographically the areas in which works appear or have been found.
    c. Enhance their abilities to describe and identify specific works.
    d. Discuss the interchange of influence, motif, motives, or styles as they relate to historical events.
    e. Acquire the vocabulary associated with any discussion of art in history.
    f. Be able to discuss or write about object and image as associated with local environments both physical and socio-political.
    g. Identify the iconography of specific images.

h.   Discuss artistic elements and techniques of production of objects and imagery.
i.   Identify locations where images and objects may be experienced firsthand.
j.   Analyze ethical implications of issues and situations throughout Western Art History and demonstrate an understanding of the ethics that informed the development of works of art throughout time.
k.   Address an information need by locating, evaluating, and effectively using information.

8. METHODS OF INSTRUCTION

a. Lecture
b. Slide lecture
c. Class discussion
d. Group projects and discussion
e. Home assignments
f. Media – Video
g. Internet assignments and supplements
h. Field trip
i. Short response review (written)
j. Quizzes- weekly
k. Mid term and Final exams
l. Written paper

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate text will be selected. Contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a.   Introduction – Elements and Principles of Art Production
b.   Looking at art – What questions should be asked and answered
c.   Prehistoric Art - Earliest works, motifs, and motives.
d.   Ancient Near Eastern Art – Images of spiritual and temporal power
e.   Egypt – A synthesis of the spiritual and temporal life through images
f.   Aegean Art – Myth and Mystery
g.   Greece – Archaic, Classical & Hellenistic – Real or Ideal?
h.   Etruscan and Roman Art – The ideal and the practical, the public monument.
i.   Early Christian and Byzantine – Persecution and a new Roman Empire
j.   Hiberno-Saxon, Ottonian, Early Medieval – Local meets the Byzantine and a new empire in the west.
k.   Romanesque – the rise of the monasteries, art and monumental architecture.
l.   Gothic – luxury, wealth, and refined imagery. Non-Western Art – the west is not the only place….Other cultures and motivations.

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents. Written assignments will include a focus upon the ethical implications of the development of art over time and will require students to perform research that demonstrates a command of information literacy.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: July 28, 2008
Board of Trustees Approval Date: March 26, 2012
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-24

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: ARTS-182:   ~~Art History II~~ *Art from Renaissance to Modern World*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                                                              Lecture   Lab

3. CATALOG DESCRIPTION

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Gothic Period through Impressionist, this course investigates representative artists and their works. Emphasis will be placed on the identification of works, artists and techniques and motivations within the historical context.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 3
DIFFERENTIAL FUNDING CATEGORY: A

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

6. Justification

a. Describe the need for this course.

Art History II introduces students to the great tradition of the visual and plastic arts in Western culture. Art History not only instructs them in the development of art but also touches on culture, politics, social customs, and historical development of specific societies.

b. Relationship to courses within the College
i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   x__ yes   ___ no

If yes, mark with an "x" the appropriate category below.
___ Communication   ___ Social Science   ___ History
x__ Humanities   ___ Lab Science   ___ Science (Non-Lab)
___ Mathematics   ___ Technology   ___ Diversity
___ Information Literacy   ___ Ethical Reasoning/Action

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

1

____   Program-specific requirement for the following degree program(s):

_____

____   Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i.   List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	History of Art: Renaissance Through Contemporary	ARTH107	3	
Mercer CC	History of Art II	ART 122	3	
Atlantic CC	Art History from the Renaissance to the Modern Era	ARTS109	3	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01082106 (Introduction to Art History), 3 cr.	Gen Ed: Arts and Humanities, Historical Analysis		
Georgian Court University	AR116 (Art History II), 3 cr.)	Gen Ed: Visual & Performing Arts		
Richard Stockton College	ARTV2176 (Art History II), 3 cr.	Gen Ed:		

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Monmouth University	AR242 (History of Art II), 3 cr.	Gen Ed: Aesthetics		
Kean University	AH1701"*K1,K3*" (Art-Renssce to Mod. World), 3 cr.	Gen Ed: Humanities		
Rowan University	ARHS03104 (Art Hist Survey II), 3 cr.			

     iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

     v. If not transferable to any institution, explain.

  d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

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

     ♦ This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

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

       ➤ Establish a shared commitment to high and meaningful educational and ethical standards.

       ➤ Prepare students for successful transfer to other educational institutions.

       ➤ Prepare students for a rewarding life marked by personal growth and life-long learning.

  e. Mark with an "x" the General Education goal(s) addressed by this course:

     _ 1. Communication – Written and Oral   x 6. Humanistic Perspective
     _ 2. Quantitative Knowledge and Skills   x 7. Historical Perspective
     _ 3. Scientific Knowledge and Reasoning   x 8. Global and Cultural Awareness
     _ 4. Technological Competency/Info Literacy   _ 9. Ethical Reasoning and Action
     _ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

    a. Identify specific works and the artists that created them.
    b. Place specific works in a relative time period.
    c. Discuss the variety of images outside the text that relate to works under discussion.
    d. Enhance their abilities to describe and identify specific artists and their works.
    e. Discuss historical events that influence artists and their imagery.
    f. Acquire the vocabulary associated with any discussion of art in history.

g. Discuss or write about object and image as associated with local environments both physical and socio-political.
h. Identify the iconography of specific images.
i. Discuss artistic elements and techniques of production of objects and imagery.
j. Identify locations where images and objects may be experienced first hand.

8. METHODS OF INSTRUCTION

    a. Lecture
    b. Slide lecture
    c. Class discussion
    d. Group projects and discussion
    e. Home assignments
    f. Media – Video
    g. Internet assignments and supplements
    h. Field trip
    i. Short response review (written)
    j. Quizzes- weekly
    k. Mid term and Final exams
    l. Written paper

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate text will be selected. Contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    a. Introduction – Elements and Principles of Art
    b. Looking at art – What questions should be asked and answered
    c. Gothic to Renaissance - Netherlands, International Style and sources of influence.
    d. Italy and the Renaissance – Age of Exploration and Humanism & Classicism
    e. Florence, Portraits, and Religious Imagery.
    f. High Renaissance and Mannerism.
    g. The Reformation and Northern Europe.
    h. Baroque Art in Spain and Italy.
    i. Baroque in the Netherlands
    j. Baroque and Rococo Art in France.
    k. Non-Western Art – Colonialism, Trade, and the East.
    l. The Enlightenment and Neo-Classicism
    m. Romanticism, Mood in Painting, and Photography.
    n. Industrialization and Realism.
    o. Impressionism.

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: July 28, 2008
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-25

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: ARTS-205: ~~Art History III-Twentieth Century Art~~
   Modern Art

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 + 0)
                                              Lecture   Lab

3. CATALOG DESCRIPTION

A survey of art from the emergence of a new direction of art in the late 19th century through its various transformations to the present period. Close attention is paid to the sociological, political and economical context from which the work has materialized. It is recommended that students enrolling in this course have taken Art History I.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 3
   DIFFERENTIAL FUNDING CATEGORY: A

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

6. Justification

   a. Describe the need for this course.

   This course offers an introduction to key developments in 20th century art.

   b. Relationship to courses within the College
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   x__ yes   ____ no

         If yes, mark with an "x" the appropriate category below.
         ____ Communication   ____ Social Science   ____ History
         x__ Humanities   ____ Lab Science   ____ Science (Non-Lab)
         ____ Mathematics   ____ Technology   ____ Diversity
         ____ Information Literacy ____ Ethical Reasoning/Action

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

         ____   Program-specific requirement for the following degree program(s):

         _____

         ____   Elective

1

c. Related courses in other institutions

> [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

> i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	History of Modern Art	ART 123	3	
Atlantic Cape CC	Topics in Contemporary Art	ART 125	3	

> ii. If "None" was inserted, please explain.
> iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	EC (Elective Credit), 3 cr.	Elective		
Georgian Court University	EC (Elective Credit), 3 cr.	Elective		
Richard Stockton College	ARTV3611 (Early Modern Art, 3 cr.	Gen Ed: Area A Arts		
Monmouth University	AR001 (100 Level Art Elective), 3 cr.	Gen Ed: Aesthetics		
Kean University	AH3740"*K1,K3*" (Modern Art), 3 cr.	Elective		
Rowan University	ARHS03220 (Modern Art), 3 cr.	Artistic/Creative Exper(Graduation Requirement)		

2

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College.

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

- ♦ This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

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

Mark with an "x" the General Education goal(s) addressed by this course:

_ 1. Communication – Written and Oral	_ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills	x 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning	x 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy	_ 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior	x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Identify specific works and the artists that created them.
b. Identify specific works in a relative time period.
c. Discuss emerged and emerging techniques.
d. Perceive the variety of images outside the text that relate to works under discussion.
e. Discuss artists' underlying motives for creating their art works.
f. Discuss historical events that influence artists and their imagery.
g. Acquire the vocabulary associated with any discussion of art in history.
h. Describe object and image as associated with artists' personal development.
i. Discuss the iconography of specific images.
j. Weigh artistic elements and techniques of production of objects and imagery.
k. Identify locations where images and objects may be experienced first hand.

8. METHODS OF INSTRUCTION

a. Lecture
b. Slide lecture
c. Class discussion

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d. Group projects and discussion
e. Home assignments
f. Media – Video
g. Internet assignments and supplements
h. Field trip
i. Short response review (written)
j. Quizzes- weekly
k. Mid term and Final exams
l. Written paper

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate text will be selected. Contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a. Introduction - Elements and Principles of Art Production
   Looking at art - What questions should be asked and answered
b. Historical overview of art
c. Impressionism, Post Impressionism, and Early Innovators
d. Fauvism and Cubism and Contemporary Directions
e. Expressionism, War, and Germany
f. Architecture, Space, Form, Function
g. Dada- Groundwork for later innovation
h. Surrealism
i. Realism, the Americas, and the Abstract
j. Internal and the External, Existentialism and Pop
k. Conceptual and Performance Art
l. The Environment - Interior and Exterior
m. Woman and Art
n. Interpreting Current Trends

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of three major examinations and one major written assignment, or the equivalents

4

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date: February 26, 1996
Board of Trustees Approval Date: July 28, 2008
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-26

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 171: Western Civilization I *to 1650*

2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
   Lecture Lab

3. CATALOG DESCRIPTION

A survey of Western History from the earliest civilizations to the beginning of the modern era. Emphasis is placed on the changes through time in political, social, and religious institutions as well as on intellectual and cultural achievements. The course is designed to help the student to better understand self and society by becoming acquainted with the past history of the Western world.

4. PREREQUISITES: None COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   ____ vocational (approved for Perkins funding)
   _x_ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course

   A survey of activities that make up the field of Western History from the earliest civilizations to the beginning of the modern era.

   b. Relationship to courses within the College
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?
         _x_ yes ____ no

      If yes, mark with an "x" the appropriate category below.
      ___ Communication ___ Social Science _x_ History
      _x_ Humanities ___ Lab Science ___ Science (Non-Lab)
      ___ Mathematics ___ Technology ___ Diversity
      ___ Information Literacy ___ Ethical Reasoning/Action

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

_____ Program-specific requirement for the following degree program(s):

_____

_____ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC	Course Title	Course Number	Number of Credits	Comments
Mercer CC	History of Western Civilization To 1648	HIS101	3	
Atlantic CC	Heritage of the Western World I	HIST101	3	

ii. If "None" was inserted, please explain.
iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01510101 (Development of Europe I), 3 cr.	Historical Analysis		
Georgian Court University	HI111 (Western Civilization I), 3 cr.			
Richard	HISTEC (Historical	Historical		

Stockton College	Studies Elective), 3 cr.	Consciousness Course, Humanities		
Monmouth University	HS101 (Western Civilization in World), 3 cr.	Historical Perspectives		
Kean University	HIST1030"*K1,K3*" (History of Western Civ I), 3 cr.	Elective		
Rowan University	HIST05100 (West Civ to 1660), 3 cr.	General Education Course, History, Humanities and Language		

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

e. Mark with an "x" the General Education goal(s) addressed by this course

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
x 7. Historical Perspective
x 8. Global and Cultural Awareness
x 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe the impact of the Neolithic Revolution.
b. Describe the contributions that ancient societies made in the fields of law and religion, and the impact of these ancient societies on future generations.
c. Describe particular civilizations, including their make-up, governance, and culture.
d. Describe the legacy of the ancient Hebrews concerning social justice and religion.

e. Discuss the poetry and philosophy of the ancient world.
f. Describe the heritage of the ancient Greeks concerning civilization, the polis, and democracy.
g. Describe the political make-up and development of ancient societies.
h. Discuss the impact of Christianity and Islam in the ancient world and their legacy to the future.
i. Describe the thought patterns of medieval society and the political developments that shaped this society.
j. Describe the workings and machinations of the medieval Catholic Church.
k. Describe the artistic triumphs of the Renaissance.
l. Discuss the religious philosophy of the Reformation and the impact of the Reformation on Christianity.

8. METHODS OF INSTRUCTION

There will be four components to the course

a. Mainly lectures, which will parallel and complement text and additional material.
b. Textbooks and additional material are required reading for all students. There will be questions on the exams given throughout the semester pertaining to the textbook, assignments, and class notes.
c. Audio-visual material and class participation.
d. Written Assignments (Homework)

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a. Introduction: The Neolithic Revolution, Mesopotamia, Sumerians
b. Egyptian Civilization
c. Near Eastern Civilization
d. Greek Civilization: Minoans, Mycenaeans, Dark Age, Sparta, Athens
e. Classical Greece: Persian War, Athenian Empire, Peloponnesian War, Greek Philosophy
f. The Hellenistic World: Phillip II, Alexander the Great, The Philosophers
g. The Roman Republic: The Etruscans, the Republic, Punic Wars, Law, Decline & Fall of the Roman republic
h. The Roman Empire: Octavius/Augustus Caesar, Julio-Claudians, Flavians, Rise of Christianity, Diocletian & Constantine, Barbarization of the Roman Army, Decline of the Empire
i. Emergence of Medieval Civilization: The Christian Church, Augustine, Monasticism, Germanic Peoples, The Latin Church, Byzantine Empire, Rise of Islam

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j. Early Middle Ages: Charlemagne, Feudalism, Manorialism
k. High Middle Ages: Manorial System, Church Reform, Pope Gregory VII, Popular Religion, Popes, Monks, Heresy
l. Cities and Kingdoms: Trade, Medieval Cities, Aristocracy, Emergence of European Kingdoms
m. High Middle Ages: The Crusades, Byzantine Empire, Universities, Scholasticism, Medieval Science and Technology
n. Crisis and Disintegration: Famine, Population, Black Death, Hundred Years' War, Political Instability, Great Schism, Conciliarism, Vernacular Literature
o. Age of the Renaissance: Italian Renaissance, Economic and Social Changes, Modern Diplomacy, Machiavelli, Humanism, New Monarchies, Renaissance Church, Papacy
p. The Age of Reformation: Northern Renaissance, Reformation in Germany, Religion and Politics, Zwingli, Anabaptists, Reformation in England, Calvinism, Catholic Reformation

11. GRADE DETERMINANTS

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

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Two written exercises, a minimum of four quizzes, and at least two examinations.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction

#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Revised: September, 2005; August 28, 2006
Board of Trustees Approval Date: November 5, 2007
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-27

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 172: Western Civilization H *from 1650*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3   +   0)
                                                    Lecture   Lab

3. CATALOG DESCRIPTION

The survey of Western History is continued from the early modern period to the present. The political, social, and industrial revolutions of the 18th and 19th centuries are studied as a prelude to the military conflicts, social changes and intellectual currents of the twentieth century. The course is designed to help students understand the world of today by studying the recent history of their own society.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 24   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   _____ vocational (approved for Perkins funding)
   _x_ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

   a. Describe the need for this course

      A survey of activities that make up the field of Western History from the early modern period to the present.

   b. Relationship to courses within the College
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   _x_ yes   ___ no

          If yes, mark with an "x" the appropriate category below.
          ___ Communication   ___ Social Science   _x_ History
          _x_ Humanities   ___ Lab Science   ___ Science (Non-Lab)
          ___ Mathematics   ___ Technology   ___ Diversity
          ___ Information Literacy   ___Ethical Reasoning/Action

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

          _____ Program-specific requirement for the following degree program(s):

1

_____ Elective

c. Related courses in other institutions

> [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course, which may be reactivated.]

    i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC	Course Title	Course Number	Number of Credits	Comments
Mercer CC	History of Western Civilization Since 1648	HIS102	3	
Atlantic CC	Heritage of the Western World II	HIST102	3	

    ii. If "None" was inserted, please explain.
    iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01510102 (Development of Europe II), 3 cr.	Historical Analysis		
Georgian Court University	HI112 (Western Civilization II), 3 cr.			
Richard Stockton College	HISTEC (Historical Studies Elective), 3 cr.	Historical Consciousness Course, Humanities		
Monmouth University	HS102 (Western Civilization in World), 3 cr.	Historical Perspectives		

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Kean University	HIST1040"*K1,K3*" (History of Western Civ II), 3 cr.	Elective		
Rowan University	HIST05101 (West Civ Since 1660), 3 cr.	General Education Course, History, Humanities and Language		

      iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

      v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

e. Mark with an "x" the General Education goal(s) addressed by this course:

x 1. Communication – Written and Oral   _ 6. Humanistic Perspective
_ 2. Quantitative Knowledge and Skills   x 7. Historical Perspective
_ 3. Scientific Knowledge and Reasoning   x 8. Global and Cultural Awareness
_ 4. Technological Competency/Info Literacy   x 9. Ethical Reasoning and Action
_ 5. Society and Human Behavior   x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to discuss the following:

    a. Describe how trans-oceanic encounters and global connections led to the rise of great western empires such as Spain, Portugal, Britain, Holland, and France.

    b. Describe the clash between science and the teachings of the Catholic Church and discuss how the preconception of the cosmos changed.

    c. Describe how conditions in Europe changed with the rise of urbanization, population growth, social changes, and new ideologies.

    d. Describe the Age of Enlightenment, particularly its contribution to political thought, philosophy, and the rights of man.

    e. Describe the formation of national states the role of popular sovereignty.

    f. Describe the Western Hemisphere's importance in western civilization and why the great powers wished to control it.

g. Describe how industrial nations of the West became global empires and how their emerging ideologies changed the world.
h. Describe Europe before and after World War I and II.
i. Discuss the causes and planning of World War I and II.
j. Describe particular civilizations, including their make-up, governance, and culture.
k. Discuss how scholarship and writings affected history and society.

8. METHODS OF INSTRUCTION

Lectures
Class discussions

9. INSTRUCTIONAL MATERIALS/TECHNOLOGY NEEDS/HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.
Audio-visual materials

10. TENTATIVE TOPICAL OUTLINE

- Introduction: The Age of Discovery
  The Explorers and their motives, The Portuguese, Spanish, Dutch, Bartolome de Las Casas, Spanish and the Indigenous people

- Absolute and Constitutional Monarchy

- The Scientific Revolution and Modern Science

- The Enlightenment

- The 18th Century
  European States, Enlightened Absolutism, The War of Jenkin's Ear, Prussia, Russia, Austria, War of the Austrian Succession, Seven Years' War

- A Revolution in Politics
  The American Revolution, The French Revolution, the Radical Revolution, Reign of Terror, Age of napoleon, Napoleon's Empire, European Response

- Industrial Revolution

- 1815-1850
  Romanticism, Nationalism, Socialism, Revolution, Liberalism, Congress of Vienna, Concert of Europe, Peace Settlement, Revolution, Marxism, Economics

- Nationalism and Realism 1850-1871

4

The Crimean War, Unification of Italy, Unification of Germany, The Dreyfus Affair

- The Age of Modernity 1894-1914
  Freud, Social Darwinism, Racism, Jews, Tensions in Germany, Imperialism, International Rivalry, Zionism, Realism, Anti-Semitism

- War and Revolution
  The Road to World War I, The Balkans, Arms Race, Moroccan Crises, Outbreak of War, Stalemate, the Widening of the War, the Russian Revolution, Peace Settlement

- Europe Between Wars 1919-1939
  The Great Depression, the Weimar Republic, Soviet Russia, Fascism, Nazism, Stalin, Trotsky, Stresemann, Adolf Hitler

- World War II
  Prelude to War, Path to War, Course of the War, Turning Point of the War, Last Years of the War, Nazi New Order, Holocaust, Bombing of Civilians, Teheran, Yalta, and Potsdam Conferences

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Two written exercises, a minimum of four quizzes and at least two examinations.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code /

	Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Revised: October 2004, August 2006
Board of Trustees Approval Date: November 5, 2007
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-28

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST-173: United States History I *to 1877*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3   +   0)
                                                                    Lecture   Lab

3. CATALOG DESCRIPTION

A survey of the history of the United States from the discovery of the Western
Hemisphere to the end of the Reconstruction period (1877). The course includes
political, social and economic factors important in the foundation of America.

4. PREREQUISITES: None   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:
          ____ vocational (approved for Perkins funding)
          _x_ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course

A survey of activities that make up the field of Western history from the discovery of
the Western hemisphere to the end of the Reconstruction Period.

b. Relationship to courses within the College
i. Will the college submit this course to the statewide General Education
Coordinating Committee for approval as a course which satisfies a general
education requirement?   x__ yes   ___ no

If yes, mark with an "x" the appropriate category below.
___ Communication   ___ Social Science   _x_ History
_x_ Humanities   ___ Lab Science   ___ Science (Non-Lab)
___ Mathematics   ___ Technology   ___ Diversity
_x_ Information Literacy   _x_ Ethical Reasoning/Action

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

____ Program-specific requirement for the following degree program(s):
_____

____ Elective

1

c. Related courses in other institutions

> [NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course, which may be reactivated.]

> i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	American Civilization I	HIST135	3	
Mercer CC	US History To 1865	HIS105	3	
Atlantic Cape CC	US History I	HIST103	3	

> ii. If "None" was inserted, please explain.
> iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01512103 (Development of the United States I), 3 cr.	Historical Analysis		
Georgian Court University	HI131 (Survey of the United States History I), 3 cr.	General Education-History		
Richard Stockton College	HISTEC (Historical Studies Elective), 3 cr.	Historical Consciousness Course, Humanities		
Monmouth University	HS103 (US History I), 3 cr.			

2

Kean University	HIST2303"*K1,K3*" (US History to 1877), 3 cr.	Elective		
Rowan University	HIST05150 (US Hist to 1865), 3 cr.	General Education Course, History, Humanities and Language		

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

e. Mark with an "x" the General Education goal(s) addressed by this course

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
x 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
x 7. Historical Perspective
x 8. Global and Cultural Awareness
x 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Discuss the implications of the Age of Discovery on the colonial empires of Spain, England, and France in shaping the New World.

b. Discuss the great Native American Civilizations of the western hemisphere and their destruction by the western powers.

c. Analyze the causes and impact of the French and Indian War on North America.

d. Describe the origins and events of the American Revolution and the importance of the Declaration of Independence.

e. Analyze the origins, dynamics, and long-term consequences of slavery in American history and the historical experience of African-Americans up to 1877.

f. Describe the American political process, the US Constitution, and the role of the presidency in American history from 1788 to 1877.

g. Discuss the development of American culture and society from 1815 to 1877.

h. Describe the roles played by the Industrial Revolution, the Transportation

3

Revolution, and the Market Revolution in the growth of American economy from 1799 to 1860.

i.   Describe the sectional clash of ideologies between the North and the South over states rights, slavery, tariffs, and trade.

j.   Analyze the impact of Manifest Destiny on American history in the 1840's and 1850's.

k.   Describe the critical role played by the Civil War in reshaping American history.

l.   Analyze the strengths and weaknesses of different perspectives as they study various problems in American History.

m.   Locate, evaluate, and ethically use information from various historical sources.

8. METHODS OF INSTRUCTION

This course will consist of lecture and demonstration, video presentations, individual and group activities.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

a. Make a "New World"
b. A continent on the Move
c. English Mainland Colonies founded
d. Eighteenth Century British Colonies
e. Choosing Loyalties
f. Independent and a New Nation
g. Competing Visions in the Republic
h. Jeffersonian Democracy
i. The Rise of a New Nation
j. The Great Transformation
k. Responses to the Great Transformation
l. Westward Expansion and Manifest Destiny
m. Sectional Conflict and Shattered Union
n. Civil War, 1861-1865

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

4

12. NUMBER OF PAPERS AND EXAMINATIONS

- Two written exercises that will require students to use information ethically and take a position on an ethical issue and defend it
- A minimum of four quizzes
- At least two examinations

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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Revised: October 2004, August 2006
Board of Trustees Approval Date: November 5, 2007
Board of Trustees Approval Date: August 22, 2011
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-29

OCEAN COUNTY COLLEGE
OFFICIAL COURSE DESCRIPTION
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 174: United States History ~~II (since 1877)~~ *from 1877*

2. SEMESTER HOURS: 3   CONTACT HOURS: (3 +   0)
                                                   Lecture   Lab

3. CATALOG DESCRIPTION

   This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and her emergence as a world power, the two World Wars~~, and the post-World War II era to present~~.

   PREREQUISITES: None   COREQUISITES: None

4. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING:
   ____ vocational (approved for Perkins funding)
   _x_ non-vocational (not approved for Perkins funding)

5. JUSTIFICATION

   a. Describe the need for this course

      A survey of activities that make up the field of the United States from the end of Reconstruction to the present as a world power politically, economically and militarily.

   b. Relationship to courses within the College
      i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement?   _x_ yes   ____ no

         If yes, mark with an "x" the appropriate category below.
         ___ Communication   ___ Social Science   _x_ History
         _x_ Humanities   ___ Lab Science   ___ Science (Non-Lab)
         ___ Mathematics   ___ Technology   ___ Diversity
         ___ Information Literacy   ___ Ethical Reasoning/Action

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

         ____ Program-specific requirement for the following degree program(s):

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_____ Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course, which may be reactivated.]

i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC	Course Title	Course Number	Number of Credits	Comments
Brookdale CC	American Civilization II	HIST136	3	
Mercer CC	US History Since 1865	HIS106	3	
Atlantic Cape CC	US History II	HIST104	3	

ii. If "None" was inserted, please explain.

iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers – New Brunswick	01512104 (Development of the United States II), 3 cr.	Historical Analysis		
Georgian Court University	HI132 (Survey of United States History II), 3 cr.	General Education- History		
Richard Stockton College	HISTEC (Historical Studies Elective), 3 cr.	Historical Consciousness Course, Humanities		
Monmouth University	HS104 (US History II), 3 cr.			

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Kean University	HIST2304"*K1,K3*" (US History 1877 - Present), 3 cr.	Elective		
Rowan University	HIST05151 (US Hist Since 1865), 3 cr.	General Education Course, History, Humanities and Language		

iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

v. If not transferable to any institution, explain.

d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice. This course will also assist the student to understand and employ problem solving methodologies, evaluate multi-sources of information and manage change.

e. Mark with an "x" the General Education goal(s) addressed by this course

x 1. Communication – Written and Oral
_ 2. Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning
_ 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

_ 6. Humanistic Perspective
x 7. Historical Perspective
x 8. Global and Cultural Awareness
x 9. Ethical Reasoning and Action
x 10. Independent/Critical Thinking

6. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Describe the period of reconstruction and its effects on the United States and the black population.
b. Discuss the causes and impact of the Spanish American War.
c. Discuss the views and policies of the Progressive presidents and the advances of the Progressive Era.
d. Discuss the underlying causes of World Wars I and II, the reaction of the United States, and the reasons for American entry into the conflicts.
e. Describe the key events of the 1920's and the "return to normalcy."
f. Analyze the impact of the Great Depression and the New Deal of the 1930's.
g. Analyze key facets of American society with a view toward its social, political, and economic evolution.
g. Describe the changes taking place in American society pertaining to art, culture, religion, and politics.

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h.   Discuss advances in industry, technology, and global economics that brought America's rise to superpower status from the Gilded Age through World War II.

i.   Analyze the impact on American culture brought about by immigrants, women, the working class, Native Americans, and African Americans from 1877 to the present.

a.   Discuss the post-World War II era to the present.

7. METHODS OF INSTRUCTION

This course will consist of lecture and demonstration; video presentations, individual and group activities.

9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the Department Office for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

    a. The conquest of the West and the South after Reconstruction: 1877-1900.
    b. The Industrialization of America, 1877-1920.
    c. America at War, 1914-1920.
    d. America in the Twenties.
    e. The Great Depression and New Deal, 1929-1941.
    f. World War II and its Aftermath at Home and Abroad, 1939 to the present.

11. 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	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

12. NUMBER OF PAPERS AND EXAMINATIONS

Students will be required to complete writing assignments that include both a series of four essay examinations and a final research paper. These writing assignments will equal approximately five thousand words (5,000) over the course of the semester.

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