

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: February 18, 2015

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, February 23, 2015**:

1. Recommend approval of the following items as accepted by the College Senate at its meetings on January 21 and February 4, 2014:
 - a. New Courses
 - 1) CSIT 185, Networking I (**Exhibit B-1**)
 - 2) CSIT 186, Networking II (**Exhibit B-2**)
 - 3) HIST 185, Survey of Middle Eastern Civilization (**Exhibit B-3**)
 - 4) HRTM 225, Legal Aspects of Hospitality, Recreation, and Tourism (**Exhibit B-4**)
 - 5) HUMN 251, Study Abroad Seminar: Modern Middle East (**Exhibit B-5**)
 - b. Revised Courses
 - 1) CHEM 181, General Chemistry I (**Exhibit B-6**)

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- 2) THTR 181, Theatre Practicum I (**Exhibit B-7**)
 - THTR 182, Theatre Practicum II
 - THTR 183, Theatre Practicum III
 - THTR 184, Theatre Practicum IV
- c. Revised Degree Programs
 - 1) A.S. Degree in Psychosocial Rehabilitation (**Exhibit B-8**)
 - 2) A.S. Degree in Occupational Therapy Assistant (**Exhibit B-9**)
- 2. Recommend the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the following special events to be held at Ocean County College:
 - a. The two-day Jazz Fest on June 12 and 13, 2015
 - b. The Ocean County College Foundation Scholarship Celebration on Saturday, June 20, 2015

EXHIBIT B-1

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 185: Networking I
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This course will provide students with an introduction to fundamental networking concepts. It will place emphasis on concepts such as: networking applications, data delivery and routing, network architecture, layering, and protocols. This course will address the basic principles of wireless networking and network security. Students will gain a greater understanding of increasingly prevalent network technology in the modern world and will learn concepts behind changing network environments. Whenever applicable, concepts will be explained through the use of hands-on exercises that reinforce lecture material.

4. PREREQUISITES: CSIT 165
COREQUISITES: None
5. MAXIMUM CLASS SIZE: 22 COURSE FEE CODE: 3
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING:

- ☒ vocational (approved for Perkins funding)
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

This course will be required in a new program that is being developed, the AAS in Computer Science/Information Technology: Cyber Security. Students will master networking concepts for the CompTIA Network+ examination. The CompTIA Network+ certification is required to obtain positions in the field such as network administrator, network technician, network installer, help desk technician and IT cable installer.

- 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 ☒ no

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> 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)
to be developed: AAS in Computer Science/Information
Technology: Cyber Security
___ 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
Raritan Valley Community College	Networking Essentials	CISY 219	3	
Brookdale Community College	Introduction to Networking TCP/IP	NETW 106	3	First course in Brookdale's A.A.S in Network Information Technology Program
Atlantic Cape Community College	None	None	N/A	
Mercer County Community College	The Internet and Computer Technology	IST 140	3	Offers content overlapping with our proposal in one section, covering client-server networks, in a much broader context.
Bergen County Community College	Networking Fundamentals I	INF- 164	4	

Hudson County Community College	Introduction to Networks & Networking Concepts	CSC 240	3	
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- 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	CSCISEC (COMP.SCI./COMP.INFO.SYS.ELEC.COURSE) - 3	Elective		
Kean University	CPSX1003"K1,K3" (COMPUTER SCIENCE FREE ELECTIVE) - 3	Elective		
Monmouth University	CS001 (100 LEVEL COMP SCIENCE ELECT) - 3	Elective		
NJIT	CIS456 (OPEN SYSTEMS NETWORKING) - 3	Major		
Rowan University	INTR99088 (GENERAL EDUCATION COURSE) - 3	General Ed		
Rutgers – New Brunswick	04547EC (INFORMATION TECHNOLOGY AND	Elective		

	INFORMATI CS ELECTIVE) - 3			
The College of Saint Elizabeth	CS437 (COMPUTER NETWORKS) - 3	Major		
Caldwell University	CS320 (NETWRK/C OMM) - 3	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 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:
- | | |
|--|--|
| <u>x</u> 1. Communication – Written and Oral | – 6. Humanistic Perspective |
| x 2. Quantitative Knowledge and Skills | – 7. Historical Perspective |
| – 3. Scientific Knowledge and Reasoning | – 8. Global and Cultural Awareness |
| <u>x</u> 4. Technological Competency/Info Literacy | – 9. Ethical Reasoning and Action |
| – 5. Society and Human Behavior | <u>x</u> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Create diagrams of layers of networks including the application layer, the transport layer, the network layer and the link layer.
- b. Summarize the concepts of network architecture, layering, and protocols.

- c. Assess the function of routers and routing protocols as well as addressing internet protocol.
- d. Distinguish different types and topologies of wired networks, and discuss the advantages/disadvantages of each.
- e. Construct models of current wireless networking technology.
- f. Demonstrate how wireless technology has changed the usage of networks and mobile devices in today's society.
- g. Analyze multi-media networks designs for strengths and weaknesses.
- h. Evaluate how concepts such as media streaming have impacted the usage, and technical requirements of both wired and wireless networks.
- i. Analyze security concerns on both wired and wireless networks.
- j. Describe the fundamentals of network management.
- k. Investigate the impact that networking technology has on both society and individuals.
- l. Identify concepts in networking that are likely to change and require further study.

8. METHODS OF INSTRUCTION

Lecture, homework, case studies, labs, a minimum of three examinations.

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

Text: An appropriate textbook will be selected.

10. TENTATIVE TOPICAL OUTLINE

1) Network architecture, layering, and protocols

- a. What is The Internet?
- b. Network Edge (Access Networks and Physical Media)
- c. Network Core (Packet and Circuit Switching)
- d. Protocol Layers and Their Service Models
- e. Networks Under Attack
- b. Application Layer
 - a. Principles of Network Applications
 - b. Internet protocols
- c. Transport Layer
 - a. Introduction and Transport-Layer
 - b. Principles of Reliable Data Transfer
 - c. Types of Transport
- d. Network Layer
 - a. Forwarding and Routing
 - b. The Internet Protocol (IP): Forwarding and Addressing in the Internet
 - c. Routing
- e. Link Layer: Links, Access Networks, and LANs
 - a. Introduction to Link Layers
 - b. Error-Detection and -Correction Techniques

- c. Multiple Access Links and Protocols
 - d. Switched Local Area Networks
- f. Wireless and Mobile Networks
 - a. Wireless Links and Network Characteristics
 - b. WiFi: Wireless LANs vs. Cellular Internet Access
 - c. Mobility Management: Principles
- g. Multimedia Networking
 - a. Applications
 - b. Streaming Stored Video
 - c. Voice-over-IP
- h. Security in Computer Networks
 - a. Principles of Cryptography
 - b. End-Point Authentication
 - c. Operational Security: Firewalls and Intrusion Detection Systems
- i. Network Management
 - a. Definition
 - b. Infrastructure for Network Management
 - c. Internet-Standard Management Framework

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

Approved by PLT:

Approved by Board of Trustees:

EXHIBIT B-2

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 186: Networking II
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This course continues the exploration of the fundamental concepts of computer networks. Topics to be covered include the Network Layer, Linked Layer, Local Area Network, Network Management, Wireless and Mobile Networks, and Multimedia Networking. Network Security will be introduced. Lab activities will provide students with practical experiences in computer networking. It will be centered on implementation, configuration and troubleshooting of a LAN. Open lab time required.

4. PREREQUISITES: CSIT 185 COREQUISITES: NONE

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

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding)
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

This course will provide students with an in-depth understanding of applicable security concepts by helping to prepare students for the CompTIA Security + exam, a cyber security certification approved by the U.S. Dept. of Defense to meet IA technical and management certification requirements.

CSIT 186 is a continuation of Networking I and provides a more in-depth understanding of networking concepts by continuing to focus on preparation for the CompTIA Security + exam. Covered topics include: computer security principles, software security, multi level security, more advanced network management issues and cryptology.

- 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 ☒ 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:

☒ Program-specific requirement for the following degree program(s) to be developed: AAS in Computer Science/Information Technology: Security Program

☐ 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
Raritan Valley Community College	Advanced Computer Networking (TCP/IP)	CSIT 253	3	
Brookdale	Introduction to Wireless	NETW 125	3	
Atlantic Cape Community College	None	None	N/A	
Mercer County Community College	None	None	N/A	
Bergan County Community College	Networking Experience/ Networking Technologies and Data	INF- 170/NF- 160	3	160 can be taken in lieu of 170

	Communications			
Hudson County Community College	None	None	N/A	

- 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 (ELECTIVE CREDIT) - 3	Elective		
Kean University	CPS3276"K1, K3" (LOCAL AREA NETWORKS) - 3	Major		
Monmouth University	CS001 (100 LEVEL COMP SCIENCE ELECT) - 3	Elective		
NJIT			x	
Rutgers – New Brunswick			x	
Rutgers – Camden	50198EC"RP" (ELECTIVE CREDIT)	Elective		
Seaton Hall University	EC (ELECTIVE CREDIT)	Elective		
The College of New Jersey	EC (ELECTIVE CREDIT)	Elective		
Rowan University	INTR99088 (GENERAL EDUCATION COURSE)	General Education		
Richard Stockton College	CSISEC (COMP SCIENCE & INFO SYS	Elective		

	ELECTIVE)			
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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.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:
- 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)
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 - 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:
- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input checked="" type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Identify topics covered on the CompTIA security+ exam.
- b. Describe the stages of an information security attack.
- c. List cryptographic tools and their applications.
- d. Evaluate user authentication and access control concepts.
- e. Differentiate special security measures for database and cloud security.
- f. Assess types of malicious software, their methods of delivery, and propagation.
- g. Recognize and discuss the role of information security in an organization on the whole, include administrative, human resources and legal perspectives.
- h. Critique the roles of networked technologies in the modern world and discuss the impact of those technologies.
- i. Demonstrate an understanding of the role mobile and cloud technologies play in modern networking.
- j. Theorize about different types of network breaches and propose possible responses to those breaches.

8. METHODS OF INSTRUCTION

Lecture, homework, case studies, labs, a minimum of three examinations.

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

Text: An appropriate textbook will be selected.

10. TENTATIVE TOPICAL OUTLINE

1. Introduction to Security
 - a. Challenges of securing information
 - b. Types of attackers
 - c. Basic steps of an attack
 - d. Steps in a defense
2. Computer Security Technology And Principles
 - a. Cryptographic Tools
 - i. Type of Encryption
 - ii. Random and Pseudorandom Numbers
 - b. User Authentication
 - i. Types of User Authentication Principles
 - ii. Security Issues for User Authentication
 - c. Access Control
 - i. Access Control Principles
 - ii. Subjects, Objects, and Access Rights
 - iii. Identity, Credential, and Access Management
 - iv. Trust Frameworks
 - d. Database and Cloud Security
 - i. Database Security
 - ii. Cloud Computing and Security
 - e. Malicious Software
 - i. Types of Malicious Software
 - ii. Advanced Persistent Threat
 - f. Propagation
 - g. Payload
 - h. Denial-of-Service Attacks
 - i. Intrusion Detection
 - j. Firewalls and Intrusion Prevention Systems
3. Software Security And Trusted Systems
 - a. Overflows
 - b. Software Security
 - c. Operating System Security
 - d. Trusted Computing and Multilevel Security
 - i. Models for Computer Security
 - ii. Application of Multilevel Security
 - iii. Assurance and Evaluation
4. Management Issues

- a. IT Security Management and Risk Assessment
 - i. IT Security Management
 - ii. Security Risk Assessment
- b. IT Security Controls, Plans and Procedures
 - i. IT Security Management Implementation
 - ii. IT Security Plan
 - iii. Implementation of Controls
- c. Physical and Infrastructure Security
 - i. Physical Security Prevention and Mitigation Measures
 - ii. Integration of Physical and Logical Security
- d. Human Resources Security
 - i. Employment Practices and Policies
 - ii. Computer Security Incident Response Teams
- e. Security Auditing
- f. Legal and Ethical Aspects
 - i. Cybercrime and Computer Crime
 - ii. Ethical and Legal Issues
- 5. Cryptographic Algorithms
 - a. Symmetric Encryption and Message Confidentiality
 - i. Encryption and Ciphers
 - ii. Key Distribution
 - b. Public-Key Cryptography and Message Authentication
- 6. Network Security
 - a. Internet Security Protocols and Standards
 - b. Internet Authentication Applications
 - c. Mobile Security
 - i. Wireless Security Overview
 - ii. Mobile Device Security

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

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APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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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

Approved by PLT:

Approved by Board of Trustees:

EXHIBIT B-3

OCEAN COUNTY COLLEGE
NEW COURSE PROPOSAL
SCHOOL OF LANGUAGE AND THE ARTS

1. COURSE NUMBER AND TITLE: HIST 185 Survey of Middle Eastern Civilization
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)
Lecture Lab
3. CATALOG DESCRIPTION

This course will examine various social, cultural, historical, geo-political, and economic issues related to the Middle East. The course will help students understand how the contemporary shape of the region has emerged from multiple sources. This course will rely on a wide range of reading materials including films and documentaries, televised records of recent events, and records of social media.

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)
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

This is a core course for students wishing to gain a certificate in Middle Eastern Studies (proposed certificate program). It introduces issues and topics that will be explored in more detail in various disciplinary courses. The course also provides students with ways to understand the interaction of different elements in this complex region, such as the intersection of gender and ethnic identities; the relation between history, geography, and political regionalism; economics and class divisions; literature, the arts, and human experiences. The course will also act as an elective within the global studies degree program.

- 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 ☒ no

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Information Literacy | <input type="checkbox"/> 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):
 Middle Eastern Studies Certificate of Proficiency
 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	Anthropology of the Middle East	ANT 103	3	Covers much same material as proposed course
Bergen CC	History of the Middle East	HI 135	3	Covers much same material as proposed course
Brookdale CC	Middle Eastern History	HIST 227	3	Covers much same material as proposed course
CC of Morris	Modern Middle East	HIS 148	3	Covers much same material as proposed course

- 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	Elective Credit (No title) – 3 cr.	Elective Credit		
Kean University	Elective Credit (No title) – 3 cr.	Elective Credit		

Monmouth University	. Elective Credit (No title) – 3 cr.	Elective Credit		
Richard Stockton College	Elective Credit (No title) – 3 cr.	Elective Credit		
Rowan University	Elective Credit (No title) – 3 cr.	Elective Credit		
Rutgers – New Brunswick	Elective Credit (No title) – 3 cr.	Elective 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:

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.
 - ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world.
 - iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce.
 - iv. Seeking to empower students through the mastery of intellectual and practical skills.
 - v. Challenging students to transfer information into knowledge and knowledge into action.
- e. Mark with an “x” the General Education goal(s) addressed by this course:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input checked="" type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Gain a deeper and more nuanced understanding of the historic, economic, linguistic, religious, and cultural factors that helped shape the Middle East.
- b. Identify major and recurring topics relating to the development of contemporary Middle Eastern culture.
- c. Pursue cultural analysis in discussion, research, and written presentation
- d. Compare the influence of religious, economic, and cultural philosophies that make up contemporary Middle Eastern studies.

- e. Use critical thinking skills to analyze and interpret various media content that considers the culture and history of the Middle East

8. METHODS OF INSTRUCTION

Lectures, presentations, discussions, group activities, and projects: Onsite and Online.

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

An appropriate text will be selected. Contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

- a. Geography and ethnic identities
- b. Issues of gender and religion
- c. Modern history, politics, and relations with the West
- d. Economics and business
- e. Literature and the arts
- f. Shaping the Middle East present and future

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

Five responses (papers or reflective projects) based on each of the first five topics, one longer paper/reflective project based upon sixth topic.

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:

EXHIBIT B-4

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

1. COURSE NUMBER AND TITLE: 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. This course will also explore the question of ethics in hospitality management.

4. PREREQUISITES: HRTM 110 COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 1
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

- ☒ 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.

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 ☒ 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:

☒ 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
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.
- 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:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Understand the laws surrounding hospitality, recreation and tourist related operations and how to apply them.
- b. Analyze and explain a legal case, having examined the source of the law and its attributes.
- c. Describe the relationship between an individual’s rights and duties.
- d. Formulate operational policies and principles of hospitality law, basic court procedures, civil rights issues and contract law.

- e. Identify and explain the liability issues within the hospitality, recreation and tourism industries.
- f. Explain the need and process for duties owed to guests and patrons, vs. the rights of unwanted customers and their exclusion or ejection from the premises.
- 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
- 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

Board of Trustees Approval Date: November 3, 2014

PLT Approval of Form: October 28, 2014

EXHIBIT B-5

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

1. COURSE NUMBER AND TITLE: HUMN 251: Study Abroad Seminar: Modern Middle East
2. SEMESTER HOURS: 4 CONTACT HOURS: (3 + 2)
Lecture Lab
3. CATALOG DESCRIPTION

This study abroad seminar offers students an intensive three-week study program in Arabic/Hebrew language and culture conducted in a Middle Eastern Country. Students will live with a Middle Eastern family and be thoroughly immersed in the Middle Eastern world. In addition, a three-week course meeting two hours per day will help students with language skills in Arabic/Hebrew and will introduce students to all of the main aspects of the culture. Housing arrangements and the classroom experiences are arranged by AMIDEAST. The Seminar includes a week of intensive interdisciplinary instruction prior to the trip and a week of assessment and sharing presentation after the trip.

4. PREREQUISITES: None COREQUISITES: None
5. MAXIMUM CLASS SIZE: 15 COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

- ☐ vocational (approved for Perkins funding)
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Given the importance of the Arab world these days, we need to provide our students with an introduction to the Middle East through a program that allows them to learn about a culture and be immersed in the culture experience first-hand. The opportunity to hear a language daily will help students who enter the course with some classroom experience in Arabic and will encourage and build the confidence of those for whom Arabic is a new experience. This course is partially supported by funding by the U.S. Department of State via a UISFL Grant.

- 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 ☒ 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:

☐ Program-specific requirement for the following degree program(s):
☒ Elective

c. Related courses in other institutions

This course is comparable to other study abroad opportunities offered at NJ community colleges. This course is expected to transfer as a free elective to baccalaureate 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.
 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				U
Kean University				U

Monmouth University				U
Richard Stockton College				U
Rowan University				U
Rutgers – New Brunswick				U

- 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 study abroad seminar is consistent with the following goal/objective in the Academic Master Plan for 2012-2016:

- i. Goal III: Integrative, Multi-Disciplinary Learning Experiences within and beyond the Classroom
 - ii. Objective f: Develop course offerings that reinforce the values inherent in cultural diversity and global perspective
- e. Mark with an “x” the General Education goal(s) addressed by this course:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input checked="" type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Develop an understanding of the patterns of life and culture within a Middle Eastern society.
 - i. Explain the role and nature of family life within the Middle East.
 - ii. Identify the traditions and customs of the Middle East.
 - iii. Evaluate contemporary cultural events, including theatrical and musical performances
 - iv. Discern the position of women in contemporary Middle Eastern cultures
 - v. Explore the politics of the region
 - vi. Explain the basics of the history of the region
 - vii. Analyze with representatives of various NGOs how to better understand the relations between the Middle East and the West

- b. Develop and improve their language skills in Arabic/Hebrew:
 - i. Learn the basic language skills needed to navigate the city.
 - ii. Develop their oral proficiency skills and their ability to read foreign languages.
 - iii. Discover the culture practices that nurture their communication skills at whatever level
 - iv. Identify the idioms and concepts associated with the dialects of Arabic/Hebrew

8. METHODS OF INSTRUCTION

This is a study abroad experience. Prior to the travel, students will participate in a week-long intensive interdisciplinary instruction on the Region. During the trip, students will be housed with families selected by AMIDEAST, the leading NGO in the field of international study in the Middle East. AMIDEAST will be responsible for arranging language instruction with qualified instructors. In addition lectures by experts in various fields will address topics in art, religion, politics, and contemporary social issues such as the role of women in society. After the trip, students will engage in a week-long assessment and presentation of the Experience

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

Beginners Language component:

- Greetings; basic questions (name, etc.)
- Buying food (market, restaurant)
- Asking directions
- Family interactions
- Alphabet recognition

Intermediate/Advanced Beginners

- Reading practice
- Simple conversations
- Grammar skills

Culture, Society, and History

- Lectures on history of host country and region
- Guided tour of city and museum visit
- Lectures on forms of Arabic music and attendance at musical performance
- Lectures on art, architecture
- Lectures on contemporary issues on the politics of the Middle East

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

Students will be required to participate in on-site learning experiences and exercises and to complete a daily journal while traveling. Subsequently, each student will complete a 15 page research paper on a related cultural topic (with prior instructor approval of topic).

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

PLT Approval Date:

Board of Trustees Approval Date:

EXHIBIT B-6

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

1. COURSE NUMBER AND TITLE: CHEM-181 General Chemistry I
2. SEMESTER HOURS: 4 CONTACT HOURS: (3 + 2)
Lecture Lab
3. CATALOG DESCRIPTION

This course, intended for science majors, is the first course of a two-course sequence. Course topics include stoichiometry, inorganic nomenclature, solutions, gas laws, thermochemistry, atomic structure, and chemical bonding. The laboratory work includes basic laboratory techniques and is intended to support lecture topics. It is highly recommended that students who enroll in this course have completed high school Chemistry and high school Algebra II.

4. PREREQUISITES: ~~None~~ *MATH-012 or Math placement requiring no remediation.*
COREQUISITES: None

5. MAXIMUM CLASS SIZE: 24 COURSE FEE CODE: 5
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

- ☐ vocational (approved for Perkins funding)
☒ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course

This course is required for bachelor-level degree programs in science, engineering, and in many health-related pre-professional disciplines.

- 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 ☐ no

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Social Science | <input type="checkbox"/> History |
| <input type="checkbox"/> Humanities | <input checked="" type="checkbox"/> Lab Science | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Technology | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Information Literacy | <input type="checkbox"/> 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) 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
<i>Brookdale Community College</i>	<i>General Chemistry I</i>	<i>CHEM 101</i>	<i>5</i>	<i>Requires a pre-req of college level math and a C or better in CHEM 100 or C in high school chemistry</i>
<i>Mercer County Community College</i>	<i>General Chemistry I</i>	<i>CHE 101</i>	<i>3</i>	<i>Requires a pre-req of college level Math and English</i>
<i>Atlantic Cape Community College</i>	<i>General Chemistry I</i>	<i>CHEM 110</i>	<i>4</i>	<i>Requires a pre-req of college level math and English</i>

- 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)
<i>Rutgers – New Brunswick</i>	<i>General Chemistry 01:160:161-162 4 cr.</i>	<i>Major, Gen.Ed</i>		
<i>Georgian Court University</i>	<i>General Chemistry I CHEM 113 4 cr.</i>	<i>Major, Gen. Ed.</i>		
<i>Richard Stockton College</i>	<i>Chemistry I: General Principles CHEM 2110 4 cr.</i>	<i>Major, Gen.Ed.</i>		
<i>Monmouth University</i>	<i>General Chemistry I CE 111</i>	<i>Major, Gen. Ed.</i>		
<i>Kean University</i>	<i>CHEM 1083 General Chemistry I 4 cr.</i>	<i>Major, Gen. Ed.</i>		
<i>Rowan University</i>	<i>Advanced College Chemistry I CHEM 06105 4 cr.</i>	<i>Major, Gen.Ed.</i>		

- 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:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective |
| <input checked="" type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input checked="" type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input checked="" type="checkbox"/> 5. Society and Human Behavior | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Define the following chemical terms:
 - Atom
 - Molecule
 - Ion
 - Electrolyte
 - Nonelectrolyte
- b. Describe the organization of the periodic table to include:
 - Groups
 - Alkali metals
 - Alkaline earth metals
 - Halogens
 - Noble gases
 - Periods
 - Location of metals
 - Location of nonmetals
 - Location of metalloids.
- c. If given a systematic name for an inorganic compound, write the chemical formula; if given the formula, write the systematic name.
- d. Balance chemical equations by the inspection method.
- e. Describe the dissolving process in terms of separation of cations from anions and subsequent solvation by water.
- f. List strong acids.
- g. Describe the energy changes that occur in chemical processes to include the following terms:
 - Endothermic reactions
 - Exothermic reactions
 - Heat transfer occurring when a hot metal is added to cold water.
- h. Given an electron configuration and a periodic table, identify the atom.

- i. State the number of valence electrons for main group elements.
- j. State the speed of light in units of meters per second.
- k. Provide the formula for the relationship between speed of light (c), wavelength (λ) and frequency (ν).
- l. Describe chemical bonding in terms of:
 - Number of electrons involved in a covalent bond
 - Difference between ionic and covalent bonding.
 - Types of atoms involved in ionic and covalent bonding.
 - How electronegativity differences affect polarity of molecules.
- m. Given a formula for a simple covalent molecule, use VSEPR theory to predict the molecule's shape.
- n. State the hybridization of atoms in simple molecules.
- o. Interpret the ideal gas law: $PV = nRT$.
- p. State the five (5) concepts of the Kinetic-Molecular Theory.

8. METHODS OF INSTRUCTION

Lecture/Discussion/Laboratory Experimentation

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.

Technology: Computers with Microsoft Excel.

10. TENTATIVE TOPICAL OUTLINE

- a. Matter & Measurement
- b. Atoms and Elements
- c. Molecules, Ions & Compounds
- d. Molecules, Ions & Compounds
- e. Chemical Equations & Stoichiometry
- f. Reactions in Aqueous Solution
- g. Energy and Chemical Reactions
- h. Atomic Structure
- i. Atomic Electron Configuration
- j. Bonding and Molecular Structure
- k. Orbital Hybridization
- L. Gases and Their Properties

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 Major Exams

Final Exam

Weekly written formal Lab reports

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

EXHIBIT B-7

- 1**

A.A. Performing Arts - Theatre Option
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	Theater Internship	THTR 299	1-6	
Burlington	Musical Theatre Workshop	THTR 130	3	
Mercer	Theatre Workshop	THR 217	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)
Georgian Court University			X	
Kean University	IDX1001"K3" (INTERDISCIPLI NARY - GEHU), 3 cr.	Elective		
Monmouth University	TH001 (100 LEVEL THEATRE ELECTIVE), 3 cr.	AESTHETICS		
Richard Stockton College	THTREC (THEATRE ELECTIVE), 3 cr.	Arts		
Rowan University	THD07070 (THEATRE MJR ELECT, 3 cr.)			

Rutgers – New Brunswick	07965EC (THEATRE ELECTIVE- MAJOR ELECTIVE CRED), 3 cr.			
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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.
- 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:
- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input checked="" type="checkbox"/> 6. Humanistic Perspective |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning | <input type="checkbox"/> 8. Global and Cultural Awareness |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action |
| <input type="checkbox"/> 5. Society and Human Behavior | <input type="checkbox"/> 10. Independent/Critical Thinking |

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Develop experience in theatrical production.
- b. Engage in opportunities for experimentation in theatrical production.
- c. Research and develop specific production techniques.
- d. Demonstrate a systematic approach to the tasks of theatrical production.

8. METHODS OF INSTRUCTION

Laboratory and conferences

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. Private conferences to determine student's area of interest and experience.
- b. The establishment of student projects to fit the needs of production and the needs of production and the needs of the student.
- c. Repeated consultation with the student to determine an approach to his task, to check his progress, and to suggest materials and means to enhance his contribution to the theatrical production.

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.

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Board of Trustees Approval Date: September 22, 2008

Board of Trustees Approval Date: August 23, 2010

Board of Trustees Approval Date: March 26, 2012

Board of Trustees Approval Date: May 28, 2013

EXHIBIT B-8

PSYCHOSOCIAL REHABILITATION – AS Degree Program – Effective Catalog Year 2014-2015 2015-2016

A joint Associate of Science Degree in Psychosocial Rehabilitation is offered in cooperation with the School of Health Related Professions (SHRP) at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

Psychiatric rehabilitation practitioners provide services and supports to people with severe mental illnesses and other disabilities, empowering them to manage their illnesses and live rewarding and productive lives in the community. Psychosocial rehabilitation practitioners assist people in obtaining the skills, support and resources they will need to achieve success and satisfaction in their social, vocational, educational and independent living environments. The overall goals of this field are promotion of recovery, community integration, and improved quality of life for people coping with psychiatric disabilities. There are ample career opportunities for PSR practitioners in a variety of rehabilitation programs and community mental health settings. The knowledge and skills of the PSR practitioner qualify him/her to provide supportive counseling, case management services, and vocational rehabilitation interventions. The practitioner is also prepared to facilitate skills training groups as well as psycho-education and support groups.

To meet the demand for qualified professionals in this area, Rutgers' School of Health Related Professions (SHRP) now offers a full psychiatric rehabilitation career ladder-from the associate's through the Ph.D. degree. This program will provide you with the basic skills and rehabilitation techniques to begin your career. As part of the program, you will complete two semesters of fieldwork at a community service agency.

Students will complete 34 pre-professional general education credits at Ocean County College, and 30 Psychosocial Rehabilitation credits through the Rutgers SHRP Scotch Plains or Stratford campus. This course of study can be completed on either a full or part-time basis.

ADMISSION REQUIREMENTS

To apply for admission to the Psychosocial Rehabilitation program at Rutgers students must:

- be a matriculated student at Ocean County College
- be a current resident of Ocean County
- show completion of all 34 general education credits required prior to the start of the professional course work. (Note: 32 of the 34 general education credits must be completed at OCC)
- hold a High School Diploma or equivalent
- submit all Official College Transcripts to Rutgers
- submit New Jersey College Basic Skills Test Scores and show evidence of the completion of all basic skills courses
- have a minimum GPA of ~~2.0~~ 2.5 for college-level courses

Program Objectives

- to train paraprofessionals and professionals to competently promote recovery and community integration for those with psychiatric disabilities.
- to facilitate improving the quality of life for people coping with psychiatric disabilities across a wide variety of social service and community agency settings
- to open career opportunities in the field for competently trained and qualified paraprofessionals.

DEGREE REQUIREMENTS

Pre-professional general education requirements 34 credits as follows:

ENGL 151 English I	3 credits
ENGL 152 English II	3 credits
Humanities – Any GHUM course	3 credits
PSYC 172 General Psychology	3 credits.
CSIT 110 Computer Literacy OR	
CSIT 123 Integrated Office Software OR	3 credits
INFO 110 Library Research & Information Literacy	
Mathematics – MATH 156 (Intro to Statistics) or Higher	3 credits
Lab Science (BIOL 114 or BIOL 161 or BIOL 130 Recommended)	4 credits
SOCI 181 – Intro to Sociology	3 credits
Any General Education Course(s) from the approved General Education course list	6 credits
Elective	3 credits

Psychosocial Rehabilitation and Treatment Program at Rutgers 30 Credits

PSRT 1101 - Introduction to Principles of Psychosocial Rehabilitation	3 Credits
PSRT 1102 - Communication Techniques for Interviewing and Counseling	3 Credits
PSRT 1103 - Introduction to Group Dynamics and Process	3 Credits
PSRT 1204 - Clinical Principles in Psychosocial Rehabilitation and Treatment	3 Credits
PSRT 1019 - Clinical Practicum in Psychosocial Rehabilitation I	6 Credits
PSRT 2121 - Community Resource Management	3 Credits
PSRT 2019 - Clinical Practicum in Psychosocial Rehabilitation II	6 Credits
PSRT 2231 - Emerging Topics in Psychosocial Rehabilitation and Treatment	3 Credits

64 credits total

Psychosocial Rehabilitation Program Sequence –

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree may take longer than two years to complete. All general education courses must be taken prior to starting clinical courses. See below.

The following OCC courses are taken as prerequisites prior to admission at Rutgers:

Code	Course	Credits
Semester 1		
ENGL 151	English I	3
MATH 156	Introduction to Statistics or higher	3
PSYC 172	General Psychology	3
_____	Humanities Gen Ed Requirement	3
_____	Lab Science (BIOL 114, 161, or 130 recommended)	<u>4</u>
		16 cr.
Semester 2		
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
CSIT 110, 123 or INFO 110	Tech Requirement	3
_____	Gen Ed Elective(s)	6

_____	Elective	<u>3</u>
		18 cr.

Career studies courses taken at Rutgers**Psychosocial Rehabilitation and Treatment Program at Rutgers**

PSRT 1101 - Introduction to Principles of Psychosocial Rehabilitation	3
PSRT 1102 - Communication Techniques for Interviewing and Counseling	3
PSRT 1103 - Introduction to Group Dynamics and Process	3
PSRT 1204 - Clinical Principles in Psychosocial Rehabilitation and Treatment	3
PSRT 1019 - Clinical Practicum in Psychosocial Rehabilitation I	6
PSRT 2121 - Community Resource Management	3
PSRT 2019 - Clinical Practicum in Psychosocial Rehabilitation II	6
PSRT 2231 - Emerging Topics in Psychosocial Rehabilitation and Treatment	<u>3</u>
	30 cr.

Total 64 cr.

Board of Trustees Approval Date: May 28, 2013
Board of Trustees Approval Date: November 4, 2013

EXHIBIT B-9

OCCUPATIONAL THERAPY ASSISTANT - A.S. Degree – Effective Catalog Year 2014-2015 2015-2016

An Associate in Science Degree in Occupational Therapy Assistant is offered in cooperation with the School of Health Related Professions at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

~~All~~ 32 of the 35 General Education credits must be taken at Ocean County College; transfer credits cannot be considered. All occupational therapy assistant courses are taken at Rutgers' Scotch Plains campus.

Admissions Requirements

Prospective students must apply to Ocean County College for admission to this program which has limited and competitive enrollment. To qualify for consideration for admission, a student must be matriculated at OCC, a resident of Ocean County, have a minimum 2.5 cumulative grade point average in the core requirements, have two letters of recommendation (from a faculty member and an Occupational Therapist or OT Assistant), have completed a required 40 ~~20~~ hour observation in the field in ~~two~~ *a* clinical settings under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant, submit an essay, and have a personal interview with the OTA admissions committee at Rutgers.

All applicants will be reviewed by a selection committee established at OCC to review all submitted materials and make recommendations to Rutgers.

Program Objectives

Graduates of this program will be able to:

Upon completion of the Occupational Therapy Assistant Program the graduate will:

1. Become a COTA (Certified Occupational Therapy Assistant) by successfully passing the National Board for Certification in Occupational Therapy Assistant (NBCOT) exam within six months of graduation.
2. Demonstrate the roles and responsibilities of the OTA as defined by the American Occupational Therapy Association (AOTA), consistent with the licensure regulations for an OTA in New Jersey.
3. Communicate effectively in an understandable and professional manner with clients, families, colleagues, and the public.
4. Produce clear and understandable documentation according to the requirements of the facility, federal and state laws, regulatory and payer requirements, and AOTA documents.
5. Deliver occupational therapy services under the supervision of an occupational therapist (OT) in accordance with the AOTA Practice Framework.
 - o Practice in a safe, ethical, and collaborative manner under the supervision of an occupational therapist in accordance with the regulations of the healthcare, educational, or community setting.
 - o Provide occupational therapy services to persons, groups, and populations from diverse experiences and cultures in health care, educational and community settings.

- Contribute to the evaluation process of the person, group, or population, by gathering information, implementing assigned assessments, and reporting results to the OT and treatment team.
 - Provide occupational therapy interventions under the guidance of an occupational therapist in accordance with evidence-based OT practice models, and that support the philosophy and values of the profession.
 - Encourage, advise, and coach persons, caregivers, groups, and populations affected by physical, psychosocial, cognitive, and developmental disorders or delays, and the aging process, to choose and practice occupations and skills that support adaptation to such life circumstances.
 - Problem-solve to devise, in collaboration with the client, OT, and team, alternative contexts, environmental adaptations, and/or task modifications to support participation in valued occupations, routines, and roles.
 - Teach individuals, groups, and populations about the health promoting associations between meaningful occupation and healthy development, positive health outcomes, and well-being; and advocate for the provision of occupational therapy services.
 - Exhibit and commit to refining client centered practices including the therapeutic use of occupation, interpersonal, communication, and teaching-learning tactics that consider the interests, values, and needs of diverse individuals, caregivers, groups and populations.
6. Contribute to the delivery of high-quality, cost-effective and integrated care as a team member in health, education, and community settings.
- Maintain, organize, and prioritize workload to meet the requirements of the practice setting.
 - Participate in ongoing quality improvement and implement changes as needed to ensure quality services are delivered and outcomes are measured.
7. Participate as an occupational therapy professional in local, state, and national organizations.
- Advocate for occupational therapy services and for the of those services
 - Comply with requirements for continued competence through formal and/or continuing education, and by actively seeking and participating in regular supervision.
 - Uphold the ethical standards, values, and attitudes of the occupational therapy profession.

Requirements

General Education (OCC) – 35 credits as follows:

Code	Course	Credits
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
*PSYC 278	Life Span Development	3
SOCI 181	Introduction to Sociology	3
*BIOL 130	Human Anatomy & Physiology I	4
*BIOL 131	Human Anatomy & Physiology II	4
MATH 156	Introduction to Statistics	3
PHIL 192	Contemporary Ethical Issues	3

Diversity Studies (choose any GDIV course) 3

Technology Requirement (choose any GTEC course) 3+

+This requirement can be met by passing the Computer Literacy Test, in which case no GTEC course is needed and the Gen Ed requirements are met with just 32 credits.

A grade of "C" or higher is required in all General Education courses.

* These courses must be completed within the past five (5) years.

Career Studies (Rutgers) – 42 credits as follows:

(All Occupational Therapy Assistant courses are taken at Rutgers' Scotch Plains campus.)

Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	1
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	1
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1039	Level I Fieldwork C: Integration and Practice Applications	1
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1050	Principles and Practices I: Wellness and Mental Health	2
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging And Participation	3
OCTH 1053	Principles and Practices III: Children and Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2
PSRT 1102	Communication Techniques	3
PSRT 1103	Group Dynamics	3

Credits required for degree: 74-77

Occupational Therapy Assistant Program Sequence –

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses. See below.

The following OCC courses are taken as prerequisites prior to admission at Rutgers:

Code	Course	Credits
Semester 1		
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
PSYC 172	General Psychology	3
	Diversity Course (GDIV)	3
BIOL 130	Human Anatomy and Physiology I	4
	Technology Course (GTEC) or waiver through test	<u>3</u>
		16-19 cr.
Semester 2		
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
PSYC 278	Lifespan Development	3
PHIL 192	Contemporary Ethical Issues	3
BIOL 131	Human Anatomy and Physiology II	<u>4</u>
		16 cr.

Career studies courses taken at Rutgers (Full Time, Fall Entry):

Fall One		
Course Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
PSRT 1102	Communication Techniques	3
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	<u>1</u>
		12 cr.
Spring One:		
PSRT 1103	Group Dynamics	3
OCTH 1051	Principles and Practices I: Wellness And Mental Health	2
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging and Participation	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	<u>1</u>
		12cr.

Summer One:

OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1053	Principles and Practices III: Children And Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 1039	Level I Fieldwork C: Integration and Practice	<u>1</u> 6 cr.

Fall Two:

OCTH 2019	OTA Practices: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	<u>2</u> 12 cr.

Board of Trustees Approval Date: December 14, 2012

Board of Trustees Approval Date: November 4, 2013