

# ***EXHIBIT B***



## BOARD OF TRUSTEES

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

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** September 30, 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, October 5, 2015**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on September 16, 2015:
  - a. Revised Degree Program
    - 1) A. S. in General Studies (**Exhibit B-1**)
  - b. Revised Certificate Program
    - 1) Personal Training Certificate of Proficiency (**Exhibit B-2**)
  - c. New Courses
    - 1) JAPN 201, Intermediate Japanese I (**Exhibit B-3**)
    - 2) JAPN 202, Intermediate Japanese II (**Exhibit B-4**)
  - d. Revised Courses
    - 1) BUSN 220, Career Management and Professional Behavior (**Exhibit B-5**)
    - 2) COCG 161, Photoshop (**Exhibit B-6**)
    - 3) MUSC 177, Ear Training and Sight Singing I (**Exhibit B-7**)
    - 4) MUSC 181, Theory of Music I (**Exhibit B-8**)
    - 5) POLI 268, Women and Politics (**Exhibit B-9**)

## ***EXHIBIT B-1***

**GENERAL STUDIES – A.S. Degree Program - Effective Catalog Year 2016-2017**

*The Associate in Science (A.S.)* This degree is *designed* for those students who wish to *create* explore career fields or to build an individualized program *in a specific academic area*. *Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following: to meet special career needs by drawing from components of existing career programs.*

Students may plan either transfer or career programs to meet the requirements for the Associate in Science degree by completing:

- a. *A minimum of 30 credits from the list of Approved General Education Courses.*
- b. *At least 18 credits from one academic area to satisfy the Department Concentration.*
- c. *Additional elective credits to meet the requirements for the degree (minimum of 64 credits).*

- a. ~~At least 18 hours beyond college core curriculum from one college department~~
- b. ~~A minimum of 30 hours of general education courses.~~
- c. ~~Sufficient additional hours to meet the general requirements for the degree as outlined in the section on degrees~~

**GENERAL EDUCATION CORE REQUIREMENTS**

COMMUNICATIONS	6 cr.
English I / English II	
HUMANITIES	3 cr.
One (1) Humanities course selected from the list of Approved General Education Courses	
SOCIAL SCIENCE	3 cr.
One (1) Social Science course selected from the list of Approved General Education Courses	
ADDITIONAL HUMANITIES OR SOCIAL SCIENCE CREDIT	3 cr.
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses	
MATHEMATICS – SCIENCE – TECHNOLOGY	9 cr.
Students must select at least one math course, one lab science course, and one technology course* from the list of Approved General Education Courses.	
* Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math, science, or technology from the List of Approved General Education Courses.	
ADDITIONAL GENERAL EDUCATION CREDIT	6 cr.
(From list of Approved General Education Courses)	



**DEPARTMENT CONCENTRATION**

18 cr.

To satisfy the Department Concentration, students must earn 18 credits from one of several areas *academic area*. Those areas and the related e Course prefixes *for each area* are listed below:

Business	ACCT, BUSN, CSIT**, <del>ECON*</del> , <i>HRTM</i> , <del>INFO</del> , LAAW,
Computer Science <i>Studies</i>	CSIT**, <del>INFO</del>
Health and Physical Education	HEHP, <del>INFO</del>
Humanities	<del>ARBC</del> , ARTS, ASLN, <del>CHIN</del> , COEM, COCG, COMM, COPH, DANC, ENGL, FILM, <del>FREN</del> , <del>GRMN</del> , <del>GREK</del> , <del>HEBR</del> , HIST, <del>HONR</del> , HUMN, <del>INFO</del> , <del>ITAL</del> , <del>LATN</del> , MUSC, PHIL, RUSS, SPAN, THTR, <i>or any foreign language course</i> .
Math	<del>INFO</del> , MATH
Science	BIOL, CHEM, ENVI, <del>INFO</del> , PHYS, SCIE
Social Science	ACAD, ALDC, ANTH, CRIM, ECON, EDUC, FIRE, GEOG, HLSC, HSRV, <del>INFO</del> , POLI, PSYC, SOCI

**ELECTIVE COURSES** (to total 64 or more cr.)

16 cr.  
TOTAL CREDITS 64

\* ~~ECON 151 and ECON 152 cannot be applied to this concentration.~~

\*\* ~~CSIT 110, CSIT 123, and CSIT 165 cannot be applied to this concentration.~~

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Board of Trustees Approval Date: September 24, 2007

Board of Trustees Approval Date: December 1, 2008

Board of Trustees Approval Date: August 24, 2009

Board of Trustees Approval Date: December 6, 2010

Board of Trustees Approval Date: May 28, 2013

Board of Trustees Approval Date: March 30, 2015

Board of Trustees Approval Date: revision status 9\_16\_2015

## ***EXHIBIT B-2***

**PERSONAL TRAINING – Certificate of Proficiency – Effective Catalog Year 2014-2015  
2016-2017**

The Personal Training certificate program prepares students for employment in the fitness industry. Students seeking employment will also become eligible to apply for National Council on Strength and Fitness Personal Training certification. Students may apply credits earned in the certificate program toward an associate degree.

ENGL 151	English I	3 cr.
BIOL 130	Anatomy and Physiology I	4 cr.
HEHP 110 or HEHP 225	Applied Modern Health or Contemporary Health	2-3 cr.
PSYC 172	General Psychology	3 cr.
HEHP 188	Introduction to Nutrition	3 cr.
HEHP 252	Nutrition for Fitness and Sport	3 cr.
HEHP 160	Community First Aid and Safety	3 cr.
HEHP 239	Strength and Conditioning Physiology	3 cr.
HEHP 228	Care and Prevention of Athletic Injuries	3 cr.
<del>HEHP 266</del>	<del>Principles of Exercise Prescription</del>	<del>3 cr.</del>
<b>HEHP 266</b>	<b><i>Exercise and Health Counseling</i></b>	<b><i>3 cr</i></b>
HEHP 267	Sports Management	<u>3 cr.</u>

TOTAL CREDITS: 33-34

Board of Trustees Approval Date: March 23, 2009

Board of Trustees Approval Date: February 25, 2013

## ***EXHIBIT B-3***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: JAPN 201: Intermediate Japanese I
2. SEMESTER HOURS: 3 CONTACT HOURS: ( 3 + 0 )  
Lecture Lab
3. CATALOG DESCRIPTION  
This course is designed for students who have successfully completed Elementary Japanese I & II. Written language proficiency will be enhanced as students are expected to utilize Hiragana, Katakana, and basic Kanji. Throughout the semester students will be increasing their ability to discuss different topics, attain a stronger understanding of grammar, and learn more about the history and culture of Japan. In this course, students will develop their growing vocabulary through dialogue, monologue, cultural activities, as well as various other class projects and assignments.
4. PREREQUISITES: JAPN 102 COREQUISITES: None
5. MAXIMUM CLASS SIZE: 25 COURSE FEE CODE: 0  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING: \_\_\_ vocational   x   non-vocational

6. JUSTIFICATION

a. Describe the need for this course.

The Japanese language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Japanese contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

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 (**pending NJCCC approval**) \_\_\_ no

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

<u>      </u> Communication	<u>      </u> Social Science	<u>      </u> History
<u>  x  </u> Humanities	<u>      </u> Lab Science	<u>      </u> Science (Non-Lab)
<u>      </u> Mathematics	<u>      </u> Technology	<u>      </u> Diversity

- 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
Brookdale CC	Intermediate Japanese I	JPNS 203	3	General education humanities
Bergen CC	Intermediate Japanese I	LAN 261	3	General education humanities

- 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	GENED "57", General Education - foreign language, 3 credits	General Education		
Kean University	FLX 2101, Foreign Language Humanities, 3 credits	General Education		
Monmouth University	FO002 (200 level language elective)	Elective		

Richard Stockton College	LANG2EC, Other foreign language intermediate level II, 3 credits	General Education		
Rowan University	LANG 05076, GE Language elective, 3 credits	General Education		
Rutgers – New Brunswick	01:565:201 Intermediate Japanese, 3 credits	General Education		

- 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 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 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 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. Communicate fluidly in Japanese and participate in conversation.
- b. Develop a greater vocabulary of both spoken and written Japanese.
- c. Identify and categorize standard and radical kanji graphemes.
- d. Research and report on how Japanese culture and history differs from their own.
- e. Recognize, translate, construct, and compose compound sentences in Japanese.

- f. Read, translate, and evaluate traditional Japanese poetic forms.

## 8. METHODS OF INSTRUCTION

- a. Video presentation
- b. Lecture
- c. Text and workbook exercises (pronunciation and grammar)
- d. Language laboratory
- e. Group interaction
- f. Testing and skills assessment

## 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

### Unit 1

Writing review/Jikoshokai (Introductions)

- Assessment of retained language

Vocabulary

Discussion of historical and cultural elements of Japan

### Unit 2

Topline Review of Kanji from Elementary I & II

Building beyond Kanji Radicals

Grammar – Proper usage of Kanji, Hiragana, and Katakana

### Unit 3

Listening to Japanese

Responding to dialogue and multimedia (radio, music, news, short stories, advertising)

### Unit 4

Compound sentences

Te-verbs, Everyday Language

Kanji 3-A (Past Tense of Adjective Sentences)

Kanji 3-B (QW, Adjectives)

### Unit 5

Kanji Special Writings

Vocabulary

Literature – Short story and Haiku

Grammar Patterns

## 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 equivalent.

## APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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.

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

PLT Approval Date of form: May 22, 2012

Board of Trustee Approval Date: , 2015.

## ***EXHIBIT B-4***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: JAPN 202: Intermediate Japanese II
  2. SEMESTER HOURS: 3 CONTACT HOURS: ( 3 + 0 )  
Lecture Lab
  3. CATALOG DESCRIPTION  
This course is designed for students who have successfully completed Intermediate Japanese I. In Intermediate Japanese II, students will elevate their Japanese speaking abilities. Students will expand their writing skills through additional Kanji study. This course focuses on increasing student confidence in speaking, writing, and reading examples of sophisticated Japanese language. Students will develop their growing vocabulary through dialogue, monologue, and immersion in cultural activities.
  4. PREREQUISITES: JAPN 201 COREQUISITES: None
  5. MAXIMUM CLASS SIZE: 25 COURSE FEE CODE: 0  
DIFFERENTIAL FUNDING CATEGORY: A
- COURSE TYPE FOR PERKINS REPORTING: \_\_\_ vocational x non-vocational

6. JUSTIFICATION

- a. Describe the need for this course.

The Japanese language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Japanese contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

- 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 (**pending NJCCC approval**) \_\_\_ no

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

<u>   </u> Communication	<u>   </u> Social Science	<u>   </u> History
<u>x</u> Humanities	<u>   </u> Lab Science	<u>   </u> Science (Non-Lab)
<u>   </u> Mathematics	<u>   </u> Technology	<u>   </u> Diversity

- 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
Bergen CC	Intermediate Japanese II	LAN 262	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	Gened "57," General education- foreign language, 3 credits	General Education		
Kean University	Elective 3.0 CR	General Education		
Monmouth University	Elective, 3 credits	Elective		
Richard Stockton College	Lang 2EC2, Other foreign language elective level II, 3 credits	General Education		
Rowan University	INTR 99071, General education	General Education		

	elective, 3 credits			
Rutgers – New Brunswick	01:565:202 Intermediate Japanese 3 credits	General Education		

- 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 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:
- |   |  |
|---|--|
| <u>X</u> 1. Communication – Written and Oral        | <u>X</u> 6. Humanistic Perspective         |
| <u>  </u> 2. Quantitative Knowledge and Skills      | <u>X</u> 7. Historical Perspective         |
| <u>  </u> 3. Scientific Knowledge and Reasoning     | <u>X</u> 8. Global and Cultural Awareness  |
| <u>  </u> 4. Technological Competency/Info Literacy | <u>  </u> 9. Ethical Reasoning and Action  |
| <u>  </u> 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. Communicate in intermediate Japanese in both oral and written formats.
- b. Acquire and retain more sophisticated vocabulary selections in Japanese.
- c. Utilize the distinct comportments, vocabulary, and protocols that are cultural norms in the Japanese business sector.
- d. Recognize and correctly respond to cultural circumstances unique to Japanese society.
- e. Examine Japanese history and philosophy.
- f. Apply advanced descriptors in Kanji for greater clarity when constructing Japanese sentences.

## 8. METHODS OF INSTRUCTION

- a. Video presentation
- b. Lecture
- c. Text and workbook exercises (pronunciation and grammar)
- d. Language laboratory
- e. Group interaction
- f. Testing and skills assessment

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

Unit 1

Jikoshokai (Introduction with Q&A)

Vocabulary

Discuss goals, observations, and contemporary news in Japan.

Unit 2

The Arts in Japan

Applying advanced descriptors in writing

Arts based vocabulary

Unit 3

Philosophy and History

Leaders

Historical Events

Excerpts from Buddhism in Translation

Unit 4

Grammar (Actions, Reasons, Requests)

Dialoguing – culturally specific responses to different situations

Unit 5

Business in Japan

Business Culture in Japan

Business vocabulary

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 equivalent.

## APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

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

PLT Approval Date of form: May 22, 2012

Board of Trustee Approval Date: , 2015.

## ***EXHIBIT B-5***



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

1. COURSE NUMBER AND TITLE: BUSN-220: Career Management and Professional Behavior

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

3. CATALOG DESCRIPTION:

This course is designed to foster workplace readiness through the development of effective skills in communication, leadership and interpersonal relations. The importance of understanding and using self-directed skills to manage the transition from the college environment to the workplace is reinforced as an important ingredient to career growth and success. Students will focus on developing tools and techniques to execute a successful job campaign, while learning how to cultivate the competitive edge necessary to be a strong job candidate in the job market.

4. PREREQUISITES: None COREQUISITES: None

5. MAXIMUM CLASS SIZE: ~~35~~ 22 COURSE FEE CODE: 1  
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 in the AAS Business degree and options. Students in any degree program will benefit from the workplace readiness activities and projects.

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):  
       A.A.S. Business  
       A.A.S. Business – Web Marketing 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) 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
				<i>No equivalent course available under NJTransfer</i>

- 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			X	
Georgian Court University	<i>EC, Elective credit, 2 credits</i>	<i>Elective</i>		
Richard Stockton College			X	
Monmouth University	<i>FE 001, 100 level free elective, 3 credits</i>	<i>Elective</i>		
Kean University			X	
Rowan University	<i>INTR 99082, no Rowan equivalent, 3 credits</i>	<i>Elective</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:

- |  |  |
|--|--|
| <u>x</u> 1. Communication – Written and Oral       | _ 6. Humanistic Perspective                |
| <u>x</u> 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 | <u>x</u> 9. Ethical Reasoning and Action   |
| <u>x</u> 5. Society and Human Behavior             | <u>x</u> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES:

- a. Describe how to set and achieve career goals through learning self-directed, interpersonal skills.
- b. Explain the difference between the terms manager and leader and how personal qualities and characteristics influence leadership ability.
- c. Explain the importance of effective oral, written, and non-verbal communication for career and personal development.
- d. Identify and apply self-management and critical work skills that are requisite for managing conflict, understanding diversity, and developing professionalism.
- e. Explain how the skills of critical thinking and analytical problem-solving will allow the acceptance of change.
- f. Explain the relevance of how transferable life skills must be learned as a foundation for personal and workplace success.
- g. Identify the steps involved in conducting a successful job campaign, preparing a cover letter, and a specialized resume.

## 8. METHODS OF INSTRUCTION: Class lecture.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE

## NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Appropriate texts will be selected. Contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE:

- a. Self-esteem, personal development, and interpersonal skills.
- b. Professional image in the workplace.
- c. Communication styles and effective learning skills.
- d. Developing leadership, managing conflict, and valuing diversity.
- e. Critical work-skills and self-management tools.
- f. Personal qualities and work performance traits.
- g. Specialized resumes and cover letters.
- h. Eleven types of interviews and applied role-play.
- i. Managing change through critical thinking and analytical problem-solving.

## 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

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: November 4, 2013

PLT Approval: November 25, 2014

Board of Trustees Approval Date: December 8, 2014

Board of Trustees Approval Date

***EXHIBIT B-6***

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

1. COURSE NUMBER AND TITLE: COCG-163: Photoshop
2. SEMESTER HOURS: 3 CONTACT HOURS: (1 + 4)  
Lecture Lab
3. CATALOG DESCRIPTION:

Image manipulation and applied illustrative techniques for the photographer/illustrator/designer will be explored in this course. The course stresses the compositional and aesthetic aspects of the digital artist through the use of electronic manipulation in the production of the artistic product.

4. PREREQUISITES: ~~COCG-160~~ *None* COREQUISITES: None
5. MAXIMUM CLASS SIZE: 15 COURSE FEE CODE: 3  
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.

To provide a program-specific requirement, concentration elective, and vocational training in Adobe Photoshop, the industry standard software for creating raster/bitmap graphics. This incredibly robust program is used for graphic and web design, image manipulation, photo restoration, digital illustration and more. The structure of the course is intended to introduce new illustrative techniques to the core foundation and provide specific applications training to the production graphics production process.

- 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:

☒ Program-specific requirement for the following degree program(s):  
AAS in Visual Communications Technology, Computer Graphics Option  
☐ Elective

c. Related courses in other institutions

- 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 Community College	<i>Production and storyboarding photoshop</i>	<i>DIGM 116</i>	3	
Rowan College at Gloucester County	<i>Intro to Adobe Photoshop</i>	<i>ART 141</i>	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			X	
Georgian Court University	<i>AR 326: computer graphics II, 3 credits</i>	<i>Major</i>		
Richard Stockton College	<i>ARTV2265 Computer graphics I 3 credits</i>	<i>Elective (combination of 162,163,164 needed to get Comp. Graph I credit)</i>		
Monmouth University	<i>AR001, 100 level Art elective 3 credits</i>	<i>Elective</i>		
Kean University	<i>GD1000,</i>	<i>Major</i>		



	<i>computers in graphic design I, 3 credits</i>			
Rowan University	<i>ARTG01075. General ed Arts elective, 3 credits</i>	<i>Elective</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 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 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 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. Demonstrate understanding of the Mac OS and the aptitude to use it effectively.
- b. Demonstrate understanding of the reason and uses of raster-based programs such as Photoshop.
- c. Demonstrate the capability to use Photoshop effectively in the production of raster-based graphics.
- d. Demonstrate the aptitude to apply basic design principles effectively.

- e. Envision and convey an idea graphically using a computer and Photoshop as a medium of expression.

8. METHODS OF INSTRUCTION:

- a. Lecture
- b. Demonstration
- c. Hands-on Lab
- d. Exams
- e. Critiques

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 to art in the computer environment.
  - Mac OS and graphics
  - File format and resolution
  - Color and the digital environment
  - Why Photoshop and what does it do?
- B. The Work Area
  - Tools
  - Palettes
  - Preferences
- C. Selections
  - Creating
  - Modifying
  - Saving
- D. Layers
  - Creating
  - Modifying
  - Arrangement
  - Saving
- E. Channels & Masks
- F. Image Enhancement
- G. Typography
- H. Vector techniques
- I. Automation
- J. Output

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.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#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: April 27, 1993

Board of Trustees Approval Date: July 28, 2008

Board of Trustees Approval Date: April 27, 2009

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date:

***EXHIBIT B-7***

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

1. COURSE NUMBER AND TITLE: MUSC 177 Ear Training and Sight Singing I

2. SEMESTER HOURS: 2 CONTACT HOURS: (1 + 2)  
Lecture Lab

3. CATALOG DESCRIPTION:

This course emphasizes the development of aural skills with diatonic harmony: melodic, harmonic, and rhythmic dictation, tertian chord recognition, and intensive sight-singing activities using solmization.

4. PREREQUISITES: ~~None~~ **MUSC 101 or appropriate placement score on the Music placement test.**

COREQUISITES: ~~MUSC 181~~

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 2  
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 covers basic material applicable to a student's preparation for a career in music. It closely follows level one sight-singing and ear-training courses offered at other colleges and universities.

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):  
  A.A.in Performing Arts with Music Emphasis    
       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	Ear Training and Musicianship I	MUS 134	2	
Brookdale CC	Ear Training	MUSI 103	3	
Cumberland CC	Ear Training and Sight Singing I	MU112	2	
Essex CC	Ear Training and Sight Singing I	MUS 115	3	
Morris CC	Aural Comprehension I	MUS 176	1	

- ii. If "None" was inserted, please explain: None = no comparable courses.

- 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	No title given, Elective credit, 2 cr.	Elective		
Kean University	MUS 1001, Music Foundations, 2 cr.	Major or elective		
Monmouth University			X	
Richard Stockton College	MUSCEC, Music elective,	Gen Ed: Arts		

	2 cr.			
Rowan University	MUS04075, GE Music elective, 2 cr.	Gen Ed: Artistic/Creative Exper (Grad Req)		
Rutgers Mason Gross	07700124, Fundamentals of Musicianship I, 2 cr.	Elective		
The College of New Jersey	No title given, Elective credit, 2 cr.	Elective or Majors need to contact Chair for equivalency 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
- ◆ 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 checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Demonstrate ability to perform music through practical skills.

- b. Display ability to hear music and interpret what they hear using aural skills.
- c. Use basic sight-singing skills to more quickly and fluently perform notated tonal music.
- d. Notate basic rhythmic, melodic and harmonic dictated material.

## 8. METHODS OF INSTRUCTION

Instruction for any given class session may include one or more of the following:

- a. Lecture / discussion
- b. Student listening exercises and projects.
- c. Student performance opportunities.
- d. Class / homework exercises and projects.
- e. Reading and practice of assigned material.
- f. Online computer exercises

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

An appropriate text will be selected. Please contact the academic school for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

### A. SIGHT- SINGING

- Understand Clefs
- Basic Singing Tips
- Conducting patterns
- intervals
- Elements of Rhythm
- Duet Singing

### B. DICTATION

- Intervals, Triads, and Scales
  - a. All intervals between unison to Octave
- Rhythmic Dictation
  - a. Simple Meter
  - b. Time Signature understanding
- Melodic Dictation
  - a. Simple diatonic melodies
  - b. Period structure
- Basic Harmonic Progression

## 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.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent “For Information Only” to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#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: January 27, 2014

Board of Trustees Approval Date: July 25, 2014

## ***EXHIBIT B-8***

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

1. COURSE NUMBER AND TITLE: MUSC 181 Theory of Music I
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab
3. CATALOG DESCRIPTION:

This course is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonization.

4. PREREQUISITES: MUSC 101 or appropriate placement score on the Music placement test.

COREQUISITES: ~~MUSC 177~~

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 course covers basic material applicable to a student's preparation for a career in music and closely follows level one theory courses offered at other colleges and universities.

- 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):  
  A.A. in Performing Arts with Music Emphasis    
       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>Bergen CC</i>	<i>Music Theory I</i>	<i>MUS 132</i>	<i>2.0</i>	
<i>Mercer CC</i>	<i>Music Theory I</i>	<i>MUS 127</i>	<i>3.0</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)
Georgian Court University	<i>EC (Elective Credit) 3 cr.</i>	<i>Elective</i>		
Kean University	<i>MUS1101 (Music Theory I) 2 cr.</i>	<i>Elective</i>		
Monmouth University	<i>MU221 (Music Theory I) 3 cr.</i>	<i>GenEd: Aesthetics</i>		
Richard Stockton College	<i>MUSCEC (Music Elective) 3 cr.</i>	<i>GenEd: Arts</i>		
Rowan University	<i>MUS04130 (Mus Theory I- WRIT) 2 cr.</i>	<i>Elective (Students would receive 2 credits for MUS and 1 credit Free Elective)</i>		

Rutgers – New Brunswick	07700EC (Music (BA) Elective) 3 cr.	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.
- ◆ 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:

- |  |   |
|--|---|
| <input 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 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 checked="" type="checkbox"/> 10. Independent/Critical Thinking |

### SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Recognize the four basic elements of music pitch, rhythm, dynamics, and timbre.
- b. Analyze and construct triads and seventh chords.
- c. Identify diatonic triads in major and minor.
- d. Identify and define non-chord tones.
- e. Outline the principles of voice leading.

### 7. METHODS OF INSTRUCTION

Instruction for class sessions may include one or more of the following:

- a. Lecture/class discussion
- b. Written Worksheets and Textbook Exercises
- c. Ear Training and Sight Singing
- d. Rhythmic and Melodic Dictation

- e. Quizzes and Exams
- f. Listening to Music

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

Text: An appropriate text will be selected. Please contact the academic school for current adoptions.

## 9. TENTATIVE TOPICAL OUTLINE

### a. Rhythm

- i. pulse, meter, measures, note values, rests, dotted notes
- ii. time signature: simple and compound meter
- iii. borrowed meter
- iv. counting methods
- v. syncopation
- vi. repeat sign
- vii. tempo markings
- viii. conducting patterns

### b. Melody

- i. staff
- ii. noteheads
- iii. clefs: treble, bass, c-clefs, grand staff
- iv. ledger lines
- v. octave sign

### c. The Keyboard

- i. white and black keys
- ii. enharmonic pitches
- iii. accidentals

### d. Major Scales

- i. half and whole steps
- ii. interval patterns
- iii. scale degree names

### e. Major Key Signatures

- i. key signatures
- ii. enharmonic keys
- iii. circle of fifths

### f. Intervals

- i. arithmetic distance
- ii. quality
- iii. perfect, major, minor, augmented and diminished intervals
- iv. compound intervals

- v. harmonic inversion of intervals
- g. Minor Key Signatures
  - i. related keys
  - ii. parallel keys
  - iv. minor key signatures
  - v. circle of fifths
- h. Minor Scales
  - i. natural minor scale
  - ii. harmonic minor scale
  - iii. melodic minor scale
- i. Pentatonic Scale
- j. Whole Tone Scale
- k. Church Modes
- l. Principles of Voice Leading

#### 10. 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 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.

<b>Revisions to the following items must receive action by the Curriculum Committee,</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum</b>
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College Senate, and Board of Trustees.	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: August 25, 2008

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: January 27, 2014



## ***EXHIBIT B-9***

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

1. COURSE NUMBER AND TITLE: POLI-268: Women and ~~American~~ Politics

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

3. CATALOG DESCRIPTION

~~The course examines the role of women in American politics in relation to: (1) gender and the history of American politics, (2) the emergence of women as political players as voters, candidates and officeholders and (3) public policies that directly effect women. This course satisfies the Liberal Arts diversity requirement.~~

*This course examines the role of women in domestic and international politics from both a historical and current perspective. The evolution of women's political participation will be traced through various social movements and events. The women's suffrage and women's rights movements within the United States will be analyzed and compared to other movements throughout the world. The course will highlight the accomplishments of significant women in politics within diverse political systems. Attention will also be placed on factors such as religion, ethnicity, and culture in order to develop a comprehensive understanding of gender gaps that exist globally.*

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

~~Ocean County College's Women's Studies Program contains courses that involve sociology, psychology, literature and film but has a political void. This course will address that vacuum.~~ *This course will expose students to the unique and diverse set of obstacles faced by women in the political sphere from both a domestic and international perspective.* It will also expand the diversity course offerings to include a course that directly relates to the majority of citizens in our community. ~~This course will also assist the college's effort to provide a truly online degree for our distance education student population.~~

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

[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
<i>None</i>				<i>This approved General Education Diversity Course is currently not offered at any other NJ Community College.</i>

- 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)
<b>Rutgers – New Brunswick</b>	<i>Elective, 3 credits</i>	<i>General Education Course</i>		
<b>Georgian Court University</b>	<i>Elective, 3 credits</i>	<i>Elective Credit</i>		
<b>Stockton University</b>	<i>POLSEC (POLITICAL SCIENCE ELECTIVE), 3 credits</i>	<i>General Education Course</i>		
<b>Monmouth University</b>	<i>PS277 (Gender and Politics), 3 credits</i>	<i>General Education Course</i>		
<b>Kean University</b>	<i>PS3165"K1,K3" (WOMEN IN AMERICAN POL LIFE), 3 credits</i>	<i>General Education Course</i>		
<b>Rowan University</b>	<i>POSC07211 (WOMEN IN AMER POLIT), 3 credits</i>	<i>General Education Course</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 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.~~

*This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared for successful transfer to a four-year institution. This course will also assist the student to understand gender-based issues in terms of current and historical perspectives, evaluate multi-sources of information, and understand significant events that inspire change. A concentrated study of women in global politics aligns with the college's objective to establish global infusion across various disciplines.*

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 checked="" type="checkbox"/> 7. Historical Perspective         |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning                | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input checked="" 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. ~~Discuss historical gendering of American politics.~~ ***Differentiate between the three waves of feminism within the United States and discuss the overall global ramifications thereof.***
- b. ~~Identify and evaluate the factors that are responsible for gender bias being built into the structure and functioning of the American political system.~~ ***Compare and contrast the women's suffrage movement and women's rights movement within the United States to other gender-based international movements.***
- c. ~~Discuss the various waves of American Feminist Thought.~~ ***Describe the impact of various theoretical writings on the evolution of women in politics.***
- d. ~~Evaluate the factors that influence the ability of Women to participate in the American political system.~~ ***Describe the role of women as voters, candidates and public officials within various diverse governmental systems and regimes.***
- e. ~~Describe the role of Women as voters, candidates and public officials.~~ ***Identify and evaluate the factors that are responsible for the existence of gender bias within both domestic and international politics.***
- f. ~~Evaluate the American public policies that are of concern to women.~~

## 8. METHODS OF INSTRUCTION

The course will utilize power point presentations/lectures, class discussions, and other traditional media. It will also require the use of computer/internet research as an integral part of the course as both a learning and communications vehicle. Individuals with expertise from the faculty and the community ~~who have~~ will be solicited to make classroom presentations during the semester.

## 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. ~~Power, Government and Socialization~~
- b. ~~Old world gender bias and new world socialization~~

- ~~e. Struggle for Inclusion~~
- ~~d. Feminist Movement and its opposition~~
- ~~e. Women as voters and the creation of the gender gap.~~
  - ~~Registration Policies and Participation~~
- ~~f. Women as Candidates: Why so few?~~
  - ~~Recruitment~~
  - ~~Money Raising~~
- ~~g. Women Officeholders: Why are fifty one percent of the voters so underrepresented?~~
  - ~~Year of the Women~~
  - ~~Status Report and Evaluation~~
- ~~h. Public Policies and Women~~
  - ~~Educational Policy~~
  - ~~Employment Policy~~
  - ~~Reproductive Policy~~
  - ~~Family Policy~~
- **Introduction: Women Impacting Politics**
  - **Women and Institutional Politics**
    - *Research and Discuss Women Politicians Globally*
    - *Analyze Statistics related to Women in Politics*
  - **Women and Non-institutional Politics**
    - *The Formation of Women's Movements and Organizations*
    - *Definition of Social Movements, Interest Groups and Women's Movements*
    - *Methods, Strategies and Tactics*
  - **Women and Revolutionary Politics**
    - *Definition of the Concept*
    - *Marxist Revolutionary Movements*
    - *Liberal/ Democratization Movements*
    - *Religious Fundamentalist Movements*
- **Feminist Perspectives**
  - *Nineteenth and Early Twentieth Centuries including First Wave Feminism*
  - *Mid-twentieth Century including Second Wave Feminism*
  - *Late twentieth and Early Twenty-First Century including Third-wave Feminism, Standpoint Feminism and Post-feminism*
- **The American Women's Suffrage Movement**
  - *Seneca Falls Convention*
  - *National Women's Right's Convention*
  - *Susan B. Anthony and Elizabeth Cady Stanton's Collaboration*
  - *Women's Loyal National League*
  - *United States v. Susan B. Anthony*
  - *Alice Paul and the National Woman's Party*
  - *Women's Joint Congressional Committee*
  - *The Nineteenth Amendment to the Constitution of the United States*
  - *Effects of the Nineteenth Amendment*
- **Women in Power (Primary Focus on the United States)**
  - *Women as Candidates (Why so few?)*

- *Recruitment of Female Candidates*
- *Campaign Finance Issues faced by Women*
- *Women in Local Politics and Government*
- *Women in Congress and State Legislatures*
- *Women in the Executive Branch*
- *Women in the Judiciary*
- *Trends and Explanations for Women's Voting Behavior in Democratic Regimes*
  - *Women as Candidates for Elective Office*
  - *The Impact of the Media on Political Women*
  - *Comparative Analysis of the Gender Gap within Democratic Regimes.*
    - *Do Women Vote for Women?*
    - *The Emergence of the Modern Gender Gap*
- *Gendered Public Policies from a Comparative Perspective*
  - *Women and Employment*
    - *Equal Pay*
    - *Equality in Hiring*
    - *Sexual Harassment*
  - *Women, Work and Family*
    - *Parental Leave Policies*
    - *Early Childhood Education and Care*
  - *The Politics of Abortion*
    - *The United States*
    - *The Netherlands*
    - *Ireland*
- *The Status of Women and Education from a Comparative Perspective*
  - *The Global North versus the Global South*
  - *The Involvement of Non-Governmental Organizations*
- *The Status of Women's Health from a Global Perspective*
  - *Women and Reproductive Health*
  - *The Problem of "Boy Preference"*
  - *Women and HIV*
  - *Addressing Women's Health Related Issues*
- *Women and the Global Economy*
  - *Women and Work*
  - *Globalization*
  - *Women and Migration*
  - *Women and Economic Crisis*
- *Women and Sexual Violence During War*
  - *The Intent of Sexual Violence / Rape as a Weapon of War*
    - *The Former Yugoslavia*
    - *The Congo*
    - *Sierra Leon*
    - *Tanzania*
  - *Addressing Sexual Violence Against Women*
- *Women and Physical Autonomy*
  - *Female Genital Mutilation*
  - *Virginity Tests*
  - *Addressing Women's Physical Autonomy*



## 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.

**APPROVAL PROCESS FOR REVISED COURSE PROPOSALS**

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Revised: October 2004, August 2006  
 Board of Trustees Approval Date: January 28, 2008  
 Board of Trustees Approval Date: March 26, 2012  
 PLT Approval of Form: May 22, 2012  
 Board of trustees Approval Date: