EXHIBIT B

OCEAN
COUNTY COLLEGE

BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees

From: Office of the President

Date: November 26, 2013

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, December 2, 2013**:

1. Recommend approval of policies:

    a. Revised Policy #3115.1, Personnel, Academic, Full-Time Faculty Tenure **(Exhibit B-1)**

    b. New Policy #3115.2, Personnel, Academic, Tenure Balance **(Exhibit B-2)**

2. Recommend approval of the following items as accepted by the College Senate at its meetings on November 6 and 20, 2013:

    a. New Courses

        1) ENGL 234, Science Fiction and Fantasy Literature **(Exhibit B-3)**

        2) ENGL 237, Multicultural Fairy and Folk Tales **(Exhibit B-4)**

    b. Revised Courses

        1) CSIT 109, Information Technology **(Exhibit B-5)**

        2) CSIT 110, Computer Literacy **(Exhibit B-6)**

    c. Revised Certificate Programs

       1) Administrative Office Management/Word Processing Certificate of Proficiency **(Exhibit B-7)**

       2) Paralegal Studies Certificate of Proficiency **(Exhibit B-8)**

       3) Small Business Management Certificate of Proficiency **(Exhibit B-9)**

    d. New Degree Program – A.A. in Global Studies **(Exhibit B-10)**

    e. Revised Degree Programs

       1) A.A.S. in Business **(Exhibit B-11)**

       2) A.A.S. in Business – Paralegal Studies Option **(Exhibit B-12)**

       3) A.A.S. in Business – Web Marketing Option **(Exhibit B-13)**

       4) A.A.S. in Visual Communications Technology – Computer Graphics Option **(Exhibit B-14)**

       5) A.A.S. in Visual Communications Technology – Digital Photography Option **(Exhibit B-15)**

       6) A.A.S. in Visual Communications Technology – Electronic Media Technology Option **(Exhibit B-16)**

EXHIBIT B-1

Ocean County College, Toms River, NJ

#3115.1

POLICY

Full-time faculty of Ocean County College shall be awarded tenure in accordance with N.J.S.A. 18A:60-6 through N.J.S.A. 18A:60-15, and in accordance with N.J.A.C. 9A:7-3.1 through N.J.A.C. 9A:7-3.5. ~~In order to maintain the capability to respond to the changing educational needs of future generations of students, Ocean County College will maintain a balance between tenured and non-tenured faculty by limiting the percentage of tenured faculty to a maximum of eighty-five percent (85%) of the total number of full-time faculty [N.J.A.C. 9A:7-3.2(a)].~~

Tenure may be awarded only to faculty members whose performance during their probationary period gives clear evidence of sustained and significant excellence in professional performance in each of the following criteria:

1. Teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)

2. Service to students

3. Attendance at college-wide activities

4. Collegial/civil/constructive working relationships

5. Contribution to fulfillment of the college mission, including community outreach and involvement

6. Service to the college

7. Service to the academic school

8. Professional development

9. Research, publication, or other contributions to education, the teaching profession, or the instructor's discipline.

Tenure may be awarded only after presentation by the faculty member of positive evidence of sustained and significant excellence in professional performance in the criteria listed above and not because of the absence of evidence to the contrary.

The awarding or not awarding of a tenure contract is the sole prerogative of the Board of Trustees, within applicable laws and regulations. Nothing in the procedures shall be construed to limit or negate that prerogative.

ADOPTED: May 28, 1996
Revised: April 23, 2007
Revised: July 26, 2010
Revised: February 28, 2011
Revised: January 30, 2012
Revised: December 2, 2013

EXHIBIT B-2

POLICY

Ocean County College will maintain a balance between tenured and non-tenured faculty and professional educators by limiting the percentage of tenured faculty to a maximum of eighty-five percent (85%) of the total number of full-time faculty and full-time professional educators (N.J.A.C. 9A:7.3-2 (a)).

ADOPTED: December 2, 2013

EXHIBIT B-3

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

1. COURSE NUMBER AND TITLE: ENGL-234 Science Fiction and Fantasy Literature

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

3. CATALOG DESCRIPTION:

This course explores the literary, social, and cultural issues raised in science fiction and fantasy literature. Students will study selected texts from the historical beginnings of these genres and attempt to define the shifting boundaries of this popular field. The course includes readings from several literary movements and related films to familiarize students with basic terms, themes, and conventions of the speculative and fantastic literature.

4. PREREQUISITES: ENGL 151   COREQUISITES: None

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

   COURSE TYPE FOR PERKINS REPORTING: ___ vocational_X_ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.

      Courses that focus on genre are an important component of a literacy education. Science fiction and fantasy literature, in particular, hold great potential for pedagogy. The widespread popularity of science fiction and fantasy literature creates an opportunity to teach and inspire students who are reluctant readers or who find texts from the traditional literary canon intimidating or unapproachable.

   b. Relationship to courses within the College

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

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

      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):

I

_X_   Elective

c.   Related courses in other institutions

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

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

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	Science Fiction Literature	ENG 220	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	No title given. Elective Credit, 3 cr.	Elective		
Kean University	ENGX2201 (English-Writing) , 3 cr.	Elective		
Monmouth University	FEOD1: 100-level free elective, 3 cr.	Free Elective		
Richard Stockton College	LITT2EC: sophomore level lit elective, 3 cr.	Literature Elective/ Gen Ed: Humanities		
Rowan University	ENGL 02123: Experiencing Literature, 3 cr.	Literature Elective		
Rutgers-New Brunswick	01350EC: English Elective, 3 cr.	English Elective		

iv.   If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
v.   If not transferable to any institution, explain.

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

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

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

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

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

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

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

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

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

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Define the science fiction and fantasy literary genres.
b. Demonstrate an understanding of the nature of speculative fiction and an appreciation for the technique and artistry of the texts.
c. Analyze elements of genre and theme in science fiction and fantasy literature.
d. Demonstrate literary analysis in discussion, written presentation, and research.
e. Read, discuss, and respond to the historical and current genre scholarship.
f. Evaluate the literary history of the science fiction and fantasy literary genres.
g. Evaluate the cultural impact of the science fiction and fantasy literary genres.

8. METHODS OF INSTRUCTION

a. Lecture, discussion, and small-group work in literary response, interpretation, and analysis.
b. Reading assignments from the textbook, current periodicals, or the Internet.·
c. Appropriate in-class and out-of-class writing assignments, e.g., reflective journals, text explications, response essays, analytic essays, research essays, and collaborative projects (a minimum of 3000 words of finished writing).
d. Instructor-student conferences.
e. Use of appropriate instructional media, e.g., filmed versions of literary works.

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f. Student readings, performances, or simulations.
g. Guest readers or speakers.
h. Support services, e.g., Writing Skills Lab, Writing Computer Lab, ESL program, Center for Academic Services programs and counseling staff, and EOF programs.

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.
Media: Classroom DVD player.
Books: Additional novels as needed.

10. TENTATIVE TOPICAL OUTLINE

Unit I:	The Foundations of Science Fiction Literature.
Unit II:	The Evolution of Science Fiction Literature: The Golden Age and the New Wave.
Unit III:	The Exploration of Science Fiction: Subgenres and the Connections of Science and Science Fiction.
Unit IV:	The State of Contemporary Science Fiction Literature.
Unit V:	The Foundations of Fantasy Literature.
Unit VI:	The Early Modern Movement of Fantasy Literature.
Unit VII:	The Modern Movement of Fantasy Literature.
Unit VIII:	The State of Contemporary Fantasy Literature.

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

This course is a writing intensive course. There will be two "thought response" papers (1,200 words each) and a research paper project. The research paper will require the utilization of academic sources and will require students to present their findings in an end-of-term presentation.
The course will require a minimum of two examinations as well as a final exam.

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APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

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

EXHIBIT B-4

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

1. COURSE NUMBER AND TITLE: ENGL-237 Multicultural Fairy and Folk Tales

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

3. CATALOG DESCRIPTION:

This course explores the ways in which traditional fairytales and folktales influence contemporary thought, belief, and behavior. Students will examine the historical significance of the literature; study gender roles and expectations as illustrated in various works; and analyze the tales and lore to discover the connections, similarities, and common themes. Historically and culturally diverse units will focus on the fairy and folk tales of Europe, Asia, North Africa, the Middle East, and the Americas.

4. PREREQUISITES: ENGL 151   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 35   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

6. COURSE TYPE FOR PERKINS REPORTING:
   _____ vocational (approved for Perkins funding)
   __x_ non-vocational (not approved for Perkins funding)

7. JUSTIFICATION

   a. Describe the need for this course.

   In a world where people focus so much on their differences, courses that focus on the connections between peoples in a multicultural world is beneficial to students, teaching them how they are connected and how to relate to others in a globalized society. This course integrates the study of world cultures, female roles, history, literary themes, and contemporary social and cultural analysis to show that many world cultures share a common theme and perspective in traditional stories and tales.

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

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

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

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

_x_ 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
Burlington CC	Introduction to Children's Literature	LIT-215	3	Focus is on analysis of various types of children's lit (myth, legend, folklore, folktale), history, and significance.
Camden CC	Children's Literature	ENG-106	3	

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

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	No title given. Elective credit, 3 cr.	Elective		
Kean University	ENG2250: Children's Lit, 3 cr.	Elective		
Monmouth University	ED001: 100-level Education elective, 3 cr.	Education Elective		
Richard Stockton College	LITT2EC: Sophomore-level literature elective, 3 cr.	Literature Elective, Gen Ed: Humanities		
Rowan University University	ENGL 02205: Adolescent Lit,	Gen Ed Course		

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	3cr.			
Rutgers – New Brunswick	No title given. Elective credit, 3 cr.	Elective	.	

      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 consistent with OCC's Academic Master Plan as it relates to Section III.E: "Continue to develop campus events and course offerings that reinforce the values inherent in cultural diversity, global perspectives, and gender equity." This course will "enhance global perspective," teach students to be more open-minded individuals, and foster an appreciation for and "awareness of cultural diversity." As a writing intensive course that requires critical thinking, students will be able to further learn to effectively communicate orally and in writing. In addition, this course will assist our students in learning to "thrive in an increasingly diverse and complex world."

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

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

8. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Research and identify various world cultures and literary traditions.
b. Describe the cultural impact and literary history of fairy and folk tales.
c. Compare and contrast the similarities in the literary traditions of various world cultures.
d. Trace the transformation of the fairy and folk tale's purpose throughout history.
e. Identify reoccurring symbols in the fairy and folk tale traditions.
f. Analyze traditional fairy and folk tales as a reflection of universal thought, idea, and gender role representation.

9. METHODS OF INSTRUCTION

a. Lecture, discussion, and small-group work in literary response, interpretation, and analysis.
b. Reading assignments from the textbook, current periodicals, or the Internet.
c. Appropriate in-class and out-of-class writing assignments, e.g., reflective journals, text explications, response essays, analytic essays, research essays, and collaborative

projects (a minimum of 3000 words of finished writing).
   d. Instructor-student conferences.
   e. Use of appropriate instructional media, e.g., filmed versions of literary works.
   f. Student readings, performances, or simulations.
   g. Guest readers or speakers.
   h. Support services may be provided depending on available college resources, e.g., Writing Skills Lab, Writing Computer Lab, ESL program, and Center for Academic Services.

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

   a. Text: Appropriate texts will be selected. Please contact the department office for current selections
   b. Various handouts as needed.
   c. Media: Classroom DVD player/computer/projector

11. TENTATIVE TOPICAL OUTLINE

   Unit I - Social and Cultural History of Fairy and Folk Tales
   Unit II - Popular Fairy and Folk Tales in World Culture (i.e. The Cinderella Story)
   Unit III - Europe: A Study of Grimm, Anderson, Yeats, and Perrault
   Unit IV - Asia: A Study of China, Japan, Korean Peninsula, India
   Unit V – North Africa and The Middle East: Persia, Sudan, Arabia
   Unit VI - The Americas: The Folk Tradition of Native Peoples
   Unit VII - Contemporary Influence and Tradition: Disney, Feminism, and Political Correctness
   Unit VIII - A New Age: The Fairy and Folk Tale Rewritten

12. 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

13. NUMBER OF PAPERS AND EXAMINATIONS

   This is a writing intensive course. There will be two thought response papers (1200 words each) and a research project. Papers will require academic sources. The research project will require an end of term presentation. There will be 2-3 exams in this course, which includes a midterm and a final.

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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

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

EXHIBIT B-5

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

1. COURSE NUMBER AND TITLE: CSIT 109: Information Technology

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

3. CATALOG DESCRIPTION

This course provides students with an overview of the fundamental concepts, skills, and capabilities of information technology. The course will focus on the primary concepts of human-computer interface, the basics of networking, the World Wide Web, digitizing information and multimedia, principles of computer operation, privacy and digital security, database fundamentals and computational logic. Practical emphasis will be placed on the effective and efficient use of information technologies within the scope of utilizing social media applications, the impact of the globalization of informational technologies, and the development of critical thinking and problem solving skills appropriate for the workplace. A student cannot earn credit for both CSIT 110 and CSIT 109.

4. PREREQUISITES: None COREQUISITES: None

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

COURSE TYPE FOR PERKINS REPORTING:

    _X_ vocational (approved for Perkins funding)
    ___ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

Students in career majors need to understand the importance and impact of social media and human-computer interaction. It is important to utilize these technologies within the management of information technology and in the development of critical thinking and problem solving skills appropriate for the workplace. This course is required at many two and four year institutions as a core course in Information Technology and Informatics.

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   _X_ no
    ~~NOTE: AWAITING NJ PRESIDENTS COUNCIL APPROVAL~~

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

___ Communication   ___ Social Science   ___ History

___ Humanities   ___ Lab Science   ___ Science (Non-Lab)

___ Mathematics   X̶ ̶T̶e̶c̶h̶n̶o̶l̶o̶g̶y̶   ___ 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): AAS Business – Web Marketing Option

    __X̶__   Elective ̶i̶n̶ ̶A̶A̶S̶ ̶C̶o̶m̶p̶u̶t̶e̶r̶ ̶S̶c̶i̶e̶n̶c̶e̶/̶I̶n̶f̶o̶r̶m̶a̶t̶i̶o̶n̶ ̶T̶e̶c̶h̶n̶o̶l̶o̶g̶y̶ ̶a̶n̶d̶ ̶I̶n̶ ̶A̶S̶ ̶C̶o̶m̶p̶u̶t̶e̶r̶ ̶S̶c̶i̶e̶n̶c̶e̶ ̶ ̶I̶n̶f̶o̶r̶m̶a̶t̶i̶o̶n̶ ̶T̶e̶c̶h̶n̶o̶l̶o̶g̶y̶ ̶O̶p̶t̶i̶o̶n̶

c.   Related courses in other institutions

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

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

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC	Introduction to Information Technology	INF101	3	
Union CC	Introduction to Information Systems	CIS 101	3	
CC of Morris	Introduction To Data Processing	CMP 110	3	
Passaic CC	Information Technology Fundamentals and Applications	CIS 107	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	Elective Credit – No title given (3 cr.)	Elective credit for Applied Arts and Science only. Will not transfer to other programs.		
Kean University	CPS1031 – Intro to Computers (3 cr.)	Gen Ed - Math		
Monmouth University	IT-100 Information Technology (3 cr.)	Gen Ed – Technological Literacy		
Richard Stockton College	Elective Credit – No Title given (3 cr.)	Computer Science & Info Literacy Elective		
Rowan University			X	
Rutgers – New Brunswick	Restrictive free elective credit (3 cr.)	Liberal Arts Major – Technical Elective		

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)

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

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

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Identify the role of computers as an integral part of an information system.
b. Describe the various components of a computer system.
c. Describe the operations and functions of hardware components including CPU, input devices, output devices, and storage.
d. Demonstrate basic familiarity with Windows, MAC and Tablet Operating Systems.
e. Demonstrate the ability to utilize basic word processing, spreadsheet and database software in Business/Web Marketing applications.
f. Demonstrate the ability to utilize basic graphic editing and video editing software in Business/Web Marking applications.
g. Demonstrate the ability to use social media applications for communication and collaboration in the global marketplace.
h. Demonstrate the ability to understand and write within the context of the web using text, graphics and video in Business/Web marketing applications.
i. Discuss the social, cultural, philosophical, ethical, legal, public policy and economic issues related to using information technologies in the workplace.
j. Discuss security, privacy, and ethics involved in protecting hardware, software, and electronic data.
k. Identify issues related to information intelligence and ways to protect and/or exploit information assets.

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

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

No additional technology needs or human resource needs.
Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

10. TENTATIVE TOPICAL OUTLINE

A) Overview
   1) Components of an Information System
      a) Categories of Computers
      b) Computer Architecture

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    c) Software: System

B) Introduction to Operating Systems

    1) Basic Functions of an Operating System

    2) Types of Operating Systems

    3) Windows

    4) MAC

    5) Tablets

C) Production Software for Business/Web Marketing

    1) Word processing

        a) Formatting

        b) Editing

        c) Layout

        d) Application

        e) Web-based

    2) Spreadsheets

        a) Formulas

        b) Formatting

        c) Functions

        d) Charting

        e) Application

        f) Web-based

    3) Database

        a) Anatomy

        b) Operations

        c) Special Purpose Databases

        d) Implications on Privacy and the Marketplace

    4) Graphic Editing Software

        a) Basic Editing Tools

        b) Application

        c) Web-based Sharing

    5) Video

        a) Basic Editing Tools

        b) Application

        c) Web-based Sharing

D) Communications and Networks

    1) Communication Systems

    2) Mobile Internet

    3) Networks

        a) Types

        b) Sharing Information

      c) Organizational Networks

      d) Configuration

      e) Security

   4) Virtual Communities

      a) Social Communities

      b) Social Publishing

      c) Commerce

      d) Entertainment

E) Writing for the Web

   1) Text based – Blogs, Tweets

   2) Graphic with Text

   3) Adding Video

F) Privacy, Security and Ethics

   1) Privacy

      a) Legislation

      b) Software Surveillance

      c) Information Privacy

      d) Social Engineering

   2) Computer Security

      a) Hardware Failure

      b) Cybercrime

      c) Security Suites

   3) Data Security

      a) Redundancy

      b) Backup

      c) Encryption

   4) Information Security

      a) Mobile Devices

      b) Social Networks

      c) Cloud Computing

   5) Ethics

      a) Copyright and Digital Rights Management

      b) Fair use and piracy

      c) Plagiarism

      d) Censorship

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 20 minor projects, labs and/or self assessment (homework) assignments, a minimum of 4 major projects, and a minimum of 2 exams and/or skills assessment.

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 28, 2013

EXHIBIT B-6

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

1. COURSE NUMBER AND TITLE: CSIT-110: Computer Literacy

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

3. CATALOG DESCRIPTION:

An introductory course designed to provide students with a fundamental understanding of computers and information. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and data base management, search tools) to gather, analyze, organize and present information, and the social and ethical aspects of the impact of computers on society. ~~Students may not enroll for credit in this course if they have earned credit for a higher-level computer science course.~~ Open lab time required.

4. PREREQUISITES: None   COREQUISITES: None

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

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

6. JUSTIFICATION

a. Describe the need for this course.

Students in all curriculums need to understand and utilize state of the art technology. This course is required at many two and four year institutions.

b. Relationship to courses within the College:

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

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

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

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

_____

____ Elective

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

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				
Georgian Court University				
Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

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.

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

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

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

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

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

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

7. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

a. Understand the historical development and functions of computers.
b. Identify the necessary hardware and software components of a computer system.
c. Manipulate windows and files in a Windows environment.
d. Understand the functions and use of a word processor, spreadsheet, and database manager.
e. Understand the capabilities and limitations of computing technologies, and be able to identify problems appropriate for computer solutions.
f. Understand the consequences of computers on society.
g. Understand the guidelines to purchasing a computer system.
h. Use e-mail and access the Internet for information.
i. Become aware of the possible future uses of computers and their impact on society.
j. Acquire concepts, skill, strategies, and attitudes, which will enable them to become independent learners about computers.
k. Appropriately use computers to explore and gather information about an ethical issue or situation (ex,. identity theft and illegal information use or access), analyze

3

and evaluate the information, and convey their conclusions about the issue or situation.

8. METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, labs and online presentations.

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

Appropriate textbooks will be selected. Contact the department for current adoptions. Software Applications, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website, Lab and/or Assessment Software.

10. TENTATIVE TOPICAL OUTLINE:

A) Overview
  1) Definition of a computer
  2) Computer components
     a) Hardware
     b) Software: System, user interface, application, licensing, installing
  3) Categories of computers
  4) History of computers
B) Introduction to Windows
  1) Desktop
  2) Window properties and operations
  3) Running programs
  4) Task switching
  5) Shutdown
C) Production Software
  1) Word processing
     a) Formatting
     b) Templates and wizards
     c) Tools: Spelling, grammar and thesaurus
  2) Spreadsheets
     a) Formulas
     b) Formatting
     c) Functions
     d) Charting
     e) What-if-analysis
  3) Database
     a) Tables and relationships
     b) Queries

      c) Forms and reports

   4) Integration

      a) Object Linking and Embedding (OLE)

D) Computer Files and Data Storage

   1) Types of files

   2) File-naming conventions

   3) Directory structure

   4) Storage devices

   5) Using files - Find, Copy, Move, Delete, Properties

E) Computer Architecture

   1) Data representation

   2) Memory

   3) Central Processing Unit

   4) Input/Output Devices

   5) Boot Process

F) Computers and the Consumer

   1) Guide to purchasing desktops, notebooks and peripherals

   2) Product life cycles

G) Communication and Networks

   1) Communication

      a) Mail: Electronic and Voice

      b) Telecommuting

      c) Videoconferencing

   2) Networks

      a) Hardware

      b) Software

      c) Types of Networks: Local Area (LANs) and Wide Area (WANs)

      d) Configuration

      e) Protocols

H) Internet

   1) History

   2) Addresses

   3) Commercial Service Providers

   4) World Wide Web (WWW)

   5) File Transfer Protocol (FTP)

   6) Browsers

   7) Netiquette

I) Security and Privacy

   1) Security

      a) Hardware Failure

      b) Viruses, Vandalism, and Computer Crime

  2) Privacy

      a) Legislation

      b) Software Surveillance

      c) Information Privacy

      d) Policies and Procedures

  3) Data Security

      a) Redundancy

      b) Backup

      c) Encryption

J) Multimedia

  1) Definition

      a) Text and Interactive Links

      b) Animation

      c) Audio and Video

  2) Applications

      a) Education

      b) Entertainment

      c) Virtual Reality

  3) Equipment

      a) Hardware

      b) Software

K) Computers and Society

  1) Technology in the Workplace

      a) Virtual corporations

      b) Online job searching and interviewing

  2) Technology in Education

      a) Distance learning

      b) Virtual colleges

  3) Technology in Science

  4) Technology in Social Science

  5) Virtual Communities

L) Computers and Ethics

  1) Copyright and patent protection

  2) Fair use and piracy

  3) User guidelines for copying text, graphics and software in Cyberspace

  4) Censorship: Objectionable materials on Internet

M) Artificial Intelligence

  1) Learning from experience

  2) Expert Systems

3) Robotics

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 20 minor projects, labs and/or self assessment (homework) assignments, a minimum of 3 major projects, and a minimum of 3 exams and/or skills assessment. In one of the projects, students will appropriately use computers to explore and gather information about an ethical issue or situation (ex., identity theft and illegal information use or access), analyze and evaluate the information, and convey their conclusions about the issue or situation.

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#7 Course Objectives	#12 Number of Papers and Examinations

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004;
Feb. 28, 2006; March 8, 2006
Board of Trustees Approval Date: December 11, 2006
Board of Trustees Approval Date: March 26, 2012
PLT Approval of Form: May 22, 2012

EXHIBIT B-7

ADMINISTRATIVE OFFICE MANAGEMENT/~~WORD PROCESSING~~ *BOOKKEEPING* –
Certificate of Proficiency - Effective Catalog Year 2014-2015

The objective of this program is to prepare students for employment in ~~office occupations using word processing technology.~~ *entry-level positions in business, nonprofit, and government organizations. Students who complete this certificate can expect to find employment as a bookkeeper, management trainee, office manager, bank teller/loan officer trainee, or sales/marketing professional.* ~~The corollary purpose is to update the skills of those currently working in some phase of this technology. It is the student's responsibility to insure that he/she has successfully completed prerequisite studies contained in the course descriptions.~~ *All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business.*

ENGL 151	English I	3 cr.
ACCT 121	Fundamentals of Accounting	3 cr.
~~BUSN 125~~	~~Introduction to Office Systems~~	~~3 s.h.~~
~~BUSN 126~~	~~Word Processing~~	~~1 s.h.~~
~~BUSN 148~~	~~Keyboarding/Document Processing II~~	~~3 s.h.~~
ACCT 161	*Principles of Accounting I*	*3 cr.*
CSIT 123	Integrated Office Software	3 cr.
BUSN 132	*Business Calculations*	*3 cr.*
BUSN 210	Business Communications	3 cr.
~~BUSN 211~~	~~Word Processing/Machine Transcription~~	~~3 cr.~~
BUSN 215	Integrated Software Applications	3 cr.
~~BUSN 214~~	~~Word Processing Applications~~	~~3 s.h.~~
BUSN 220	~~Office Management~~ *Career Management and Professional Behavior*	3 cr.
_____	*AOM-Bookkeeping Certificate Course Selection*	*3 cr.*
_____	*AOM-Bookkeeping Certificate Course Selection*	*3 cr.*
~~PSYC 172~~	~~General Psychology~~	~~3 s.h.~~
		~~34~~ *33* cr.

TOTAL CREDITS ~~34~~ *33*

~~Students must complete one-half of the total number of semester hours required for this program at OCC.~~

AOM-Bookkeeping Certificate Course Selections:
    ACCT 162 Principles of Accounting II
    BUSN 151 Human Resource Management
    BUSN 170 Small Business Management
    BUSN 251 Business Law I
    BUSN 252 Business Law II
    CSIT 126 Intermediate Spreadsheets & Database

Board of Trustees Approval Date: August 27, 2007

EXHIBIT B-8

PARALEGAL STUDIES - Certificate of Proficiency – Effective Catalog Year ~~2013-2014~~ *2014-2015*

This curriculum prepares students for the position of paralegal/legal assistant. Students will study law and acquire practical legal skills that are necessary for entry-level employment in a law office. Persons currently working in a law office or in a related environment can upgrade their skills and increase their general and specific knowledge of law. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business - Paralegal Studies Option.

ENGL 151	English I	3 cr.
ENGL 152	English II	3 cr.
LAAW 101	Introduction to Law and Legal Assisting	3 cr.
LAAW 104	Introduction to Litigation	3 cr.
LAAW 201	Legal Research and Writing for Paralegals	3 cr.
LAAW 203	Law Office Management	3 cr.
BUSN 251	Business Law I	3 cr.
~~—————~~	~~Legal Assistant Electives~~	~~6 cr.~~
_____	*Paralegal Certificate Course Selection**	*3 cr.*
_____	*Paralegal Certificate Course Selection**	*3 cr.*
~~POLI 161~~	~~American Federal Government~~	~~3 cr.~~
BUSN 252	*Business Law II*	*3 cr.*
CSIT 123	Integrated Office Systems	<u>3 cr.</u>
		33 cr.

TOTAL CREDITS 33

*~~Electives~~ *Paralegal Certificate Course Selections*:

ACCT 161	Principles of Accounting I	3 cr.
BUSN 210	*Business Communications*	*3 cr.*
~~BUSN 252~~	~~Business Law II~~	~~3 cr.~~
BUSN 267	Real Estate Law	3 cr.
BUSN 271	Principles of Management	3 cr.
~~BUSN 290~~	~~Principles of Real Estate~~	~~5 cr.~~
CRIM 254	Constitutional Law and Rules of Evidence	3 cr.
CRIM 255	Criminal Law and Procedure	3 cr.
INTR 290	Internship	3 cr.
LAAW 105	Health Care Law	3 cr.
LAAW 106	Mediation and Conflict Resolution	3 cr.
LAAW 204	Estate Administration	3 cr.
LAAW 206	New Jersey Family Law	3 cr.
POLI 161	*American Federal Government*	*3 cr.*
PSYC 172	General Psychology	3 cr.

Board of Trustees Approval Date: June 18, 2007
Board of Trustees Approval Date: January 25, 2010
Board of Trustees Approval Date: August 27, 2012

EXHIBIT B-9

SMALL BUSINESS MANAGEMENT - Certificate of Proficiency – Effective Catalog Year ~~2012-2013~~ *2014-2015*

The program of study is a core of business courses which are designed to prepare the student for ownership and operation of a small enterprise. These specialized courses stress the role of the entrepreneur.

ENGL 151	English I	3 cr.
BUSN 131	Introduction to Business Administration	3 cr.
BUSN 134	Principles of Marketing	3 cr.
ACCT 121 OR	Fundamental of Accounting OR	
ACCT 161	Principles of Accounting I	3 cr.
BUSN 170	Small Business Management	3 cr.
BUSN 251	Business Law I	3 cr.
BUSN 271	Principles of Management	3 cr.
CSIT 123	Integrated Office Software	3 cr.
~~_____~~	~~Business Electives*~~	~~12 cr.~~
_____	*Small Business Management Certificate Course Selection**	*3 cr.*
_____	*Small Business Management Certificate Course Selection**	*3 cr.*
_____	*Small Business Management Certificate Course Selection**	*3 cr.*
_____	*Small Business Management Certificate Course Selection**	*3 cr.*

TOTAL CREDITS 36

~~* Business Electives~~ **Small Business Management Certificate Course Selections:*

ACCT 162	Principles of Accounting II	3 cr.
BUSN 132	*Business Calculations*	*3 cr.*
BUSN 210	Business Communications	3 cr.
BUSN 215	*Integrated Software Applications*	*3 cr.*
BUSN 220	*Career Management and Organizational Behavior*	*3 cr.*
BUSN 252	Business Law II	3 cr.
BUSN 270	Principles of Advertising	3 cr.
CSIT 126	*Intermediate Spreadsheets and Database*	*3 cr.*
~~BUSN 279~~	~~Salesmanship~~	~~3 cr.~~
~~CSIT 153~~	~~Database Operations with VBA~~	~~3 cr.~~
~~CSIT 152~~	~~Intermediate Spreadsheet Applications VBA~~	~~3 cr.~~
MATH 156	Introduction to Statistics	3 cr.

Board of Trustees Approval Date: August 28, 2006
Board of Trustees Approval Date: April 25, 2011

EXHIBIT B-10

GLOBAL STUDIES – A.A. Degree Program – Effective Catalog Year 2015-2016

The Global Studies program allows students to complete the first two years of their college education by selecting courses from a range of offerings based on their interest and transfer needs. These courses prepare students to transfer to baccalaureate programs with majors in global studies, international politics, and foreign relations.

FIRST SEMESTER

ENGL 151	English I	3 cr.
POLI 101	Global Issues	3 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
_____	Math Gen Ed Requirement	3 cr.
HIST 181	World Civilization I	3 cr.
		15 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
HIST 182	World Civilization II	3 cr.
COMM 202	Intercultural Communications	3 cr.
POLI 263 or POLI 265	Introduction to International Relations or Comparative Politics	3 cr.
_____	Global Studies course (see list at end)	3 cr.
		15 cr.

THIRD SEMESTER

_____	Global Studies course (see list at end)	6 cr.
_____	Social Science Gen Ed Requirement	3 cr.
_____	World Language – 1st of sequence (see list at end)	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
		16 cr.

FOURTH SEMESTER

_____	Global Studies course (see list at end) Study Abroad course preferred	3 cr.
_____	Humanities Gen Ed Requirement	3 cr.
_____	World Language – 2nd of sequence (see list at end)	3 cr.
_____	Technology Gen Ed Requirement	3 cr.
_____	Math or Lab Science or Technology Gen Ed Requirement *	3 cr.
_____	Elective	3 cr.
		18 cr.

TOTAL CREDITS: 64

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

* Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math, science, or 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 in math, science, or technology from the List of Approved General Education Courses.

Global Studies Course Selections

- ANTH 134: Cultural Anthropology (3 cr.)
- ARTS 181: Art History I (3 cr.)
- ARTS 182: Art History II (3 cr.)
- ARTS 191: The Arts of the Islamic World (3 cr.)

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- ARTS 192: The Arts of Japan (3 cr.)
- ARTS 205: Art History III-Twentieth Century Art (3 cr.)
- BUSN 291: International Business: A Cultural Perspective (3 cr.)
- ENGL 222: Native American Literature (3 cr.)
- ENGL 235: Literature and Myth (3 cr.)
- ENGL 255: World Literature I (3 cr.)
- ENGL 256: World Literature II (3 cr.)
- ENVI 152: Environmental Science (4 cr.)
- ENVI 159: Natural Resources Conservation (3 cr.)
- FILM 190: World Cinema (3 cr.)
- GEOG 161: World Physical Geography (3 cr.)
- GEOG 162: Human Geography (3 cr.)
- HIST 268: History and Culture of the Jewish People (3 cr.)
- HIST 272: History of Russia (3 cr.)
- HIST 275: History and Culture of China (3 cr.)
- HIST 278: History of the Arab World Since World War I (3 cr.)
- HIST 282: Modern Israel (3 cr.)
- HUMN 200: Humanities I: Modernism (3 cr.)
- HUMN 201: Humanities II: Postmodernism (3 cr.)
- MUSC 194: Music of the World's People (3 cr.)
- PHIL192: Contemporary Ethical Issues (3 cr.)
- PHIL 293: Religious Experiences (3 cr.)
- RELG 193: World Religions (3 cr.)
- POLI 263: International Relations (3 cr.)
- POLI 265: Comparative Politics (3 cr.)
- PSYC 175: Cross Cultural Psychology (3 cr.)
- SOCI 181: Introduction to Sociology (3 cr.)
- SOCI 231: Social Problems (3 cr.)
- Study Abroad Experience (3 cr.)
    - ANTH 237: Indians of North America (3 cr.)
    - ANTH 238: Native American Travel Seminar (3 cr.)
    - ANTH 239: World of the Maya: Anthropology, Archeology, and Ecology (3 cr.)
    - ARTS 284: Art Seminar in Japan (3 cr.)
    - ARTS 282: Art Seminar in Italy (3 cr.)
    - THTR 296: Theatre in London (3 cr.)
- World Language courses (two semesters)
    - ARBC 100 and ARBC 102: Elementary Arabic I and II (6 cr.)
    - ARBC 201 and ARBC 202: Intermediate Arabic I and II (6 cr.)
    - CHIN 100 and CHIN 102: Elementary Chinese I and II (6 cr.)
    - CHIN 201 and CHIN 202: Intermediate Chinese I and II (6 cr.)
    - FREN 191 and FREN 192: Elementary French I and II (6 cr.)
    - FREN 291 and FREN 292: Intermediate French I and II (6 cr.)
    - GRMN 191 and GRMN192: Elementary German I and II (6 cr.)
    - GRMN 291 and GRMN 292: Intermediate German I and II (6 cr.)
    - HEBR 151 and HEBR 152: Elementary Modern Hebrew I and II (6 cr.)
    - ITAL 100 and ITAL 102: Elementary Italian I and II (6 cr.)
    - RUSS 101 and RUSS 102: Elementary Russian I and II (6 cr.)
    - SPAN 151 and SPAN 152: Elementary Spanish I and II (6 cr.)
    - SPAN 251 and SPAN 252: Intermediate Spanish I and II (6 cr.)

General Education Courses (46 cr.)

<u>Communication (9 cr.)</u>
- ENGL 151: English I
- ENGL 152: English II
- COMM 154: Fundamentals of Public Speaking

<u>Humanities (9 cr.)</u>
- World Language – 1st of sequence
- World Language – 2nd of sequence
- Humanities Gen Ed Requirement

<u>History (6 cr.)</u>
- HIST 181: World Civilization I
- HIST 182: World Civilization II

<u>Social Science (6 cr.)</u>
- POLI 263: Introduction to International Relations or POLI 265: Comparative Politics
- Social Science Gen Ed Requirement

<u>Diversity (3 cr.)</u>
- COMM 202: Intercultural Communication

<u>Math-Science-Technology (13 cr.)</u>
- Math Gen Ed Requirement
- Lab Science Gen Ed Requirement
- Technology Gen Ed Requirement
- Math or Lab Science or Technology Gen Ed Requirement

Program Specific Courses (*15* cr.)

POLI 101: Global Issues
Global Studies Course
Global Studies Course
Global Studies Course
Global Studies Course – Study Abroad preferred

EXHIBIT B-11

BUSINESS - A.A.S. Degree Program – Effective Catalog Year ~~2011-2012~~ *2014-2015*

This general business career preparation curriculum is designed to qualify students for entry-level positions in business, nonprofit organizations, and government organizations. Graduates can expect to find employment as a ~~junior accountant~~ *bookkeeper*, manager in retailing, ~~management trainee~~ *office manager*, bank teller/loan officer trainee, sales/marketing person, and small business owner.

Students will complete the Business Core Requirements, ~~the college-wide~~ General Education Requirements, and enough elective courses to acquire at least 64 credits and earn the Associate in Applied Science Degree in Business.

The A.A.S. Business degree is designed as a career, not transfer, program.

~~Although students enrolled in the AAS in Business may select electives from specific areas of interest (Accounting, Banking/Financial Services, Management, or Marketing), they are not restricted to any one area but may freely choose electives from all areas.~~

FIRST SEMESTER

ENGL 151	English I	3 cr.
BUSN 131	Introduction to Business Administration	3 cr.
~~ACCT 161~~	~~Principles of Accounting I~~	~~3 cr.~~
COMM 154 or	*Fundamentals of Public Speaking*	*3 cr.*
COMM 110	*Introduction to Communications*	
	Mathematics Gen Ed Requirement	3 cr.
CSIT123	Integrated Office Software	<u>3 cr.</u>
		15 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
BUSN 134	Principles of Marketing	3 cr.
BUSN 210	Business Communications	3 cr.
~~ACCT 162~~	~~Principles of Accounting II~~	~~3 cr.~~
	Business Program Elective	*3 cr.*
ECON 151	*Macroeconomic Principles*	*3 cr.*
	~~Business Electives~~	~~6 cr.~~
		~~18~~ *15* cr.

THIRD SEMESTER

BUSN 251	Business Law I	3 cr.
~~ECON 151~~	~~Macroeconomic Principles~~	~~3 cr.~~
BUSN 271	Principles of Management	3 cr.
~~COMM 154~~	~~Fundamentals of Public Speaking~~	~~3 cr.~~
ACCT 161	*Principles of Accounting I*	*3 cr.*
ECON 152	*Microeconomic Principles*	*3 cr.*
	~~Business Electives~~	~~3 cr.~~
BUSN 215	*Integrated Software Applications*	*3 cr.*
BUSN 151	*Introduction to Human Resource Management*	<u>*3 cr.*</u>
		~~15 cr.~~ *18 cr.*

FOURTH SEMESTER

BUSN 252	Business Law II	3 cr.
ACCT 162	*Principles of Accounting II*	*3 cr.*
~~ECON 152~~	~~Microeconomic Principles~~	~~3 cr.~~
	Lab Science Gen Ed Requirement	4 cr.
BUSN 220	*Career Management and Professional Behavior*	*3 cr.*

~~OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course~~ ~~3 cr.~~

Business *Program* Electives <u>3 cr.</u>

16 cr.

TOTAL CREDITS 64

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

~~AREAS OF INTEREST~~ *PROGRAM ELECTIVES:*

ACCT 121 Fundamentals of Accounting
BUSN 170 Small Business Management
BUSN 270 Principles of Advertising
BUSN 272 Principles of Investments
BUSN 275 Principles of Finance
BUSN 291 International Business
CSIT 126 Intermediate Spreadsheets & Database
LAAW 108 Introduction to Employment Law

~~Although students may select electives from specific areas of interest, they are not restricted to any one area but may freely choose electives from all areas.~~

~~ACCOUNTING~~

~~Accounting courses are intended to prepare students with the theory and skill competencies necessary for such positions as: accounting clerk, accounting paraprofessional, bookkeeper, junior accountant, and accounting assistant.~~

~~Accounting Electives~~
~~MATH 149 (Mathematics of Finance) or MATH 156 (Intro to Statistics)~~
~~ACCT 261 Intermediate Accounting I~~
~~ACCT 262 Intermediate Accounting II~~
~~ACCT 266 Federal Income Taxation~~
~~CSIT 126 Intermediate Spreadsheets & Database~~
~~BUSN 275 Principles of Finance~~
~~BUSN 272 Principles of Investments~~
~~PHIL 198 Business Ethics~~
~~BUSN 126 Word Processing~~

~~BANKING/FINANCIAL SERVICES~~

~~The student employed in the banking industry may work toward a degree in this career education sequence of courses by transferring a maximum of 30 credits from AIB and a maximum of 20 credits from IFE. This area is also designed for the student who is seeking an entry-level position in banking.~~

~~Banking/Financial Services Electives~~
~~BUSN 272 Principles of Investments~~

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BUSN 275 Principles of Finance
BUSN 291 International Business
ECON 153 Contemporary Economics Issues
LAAW 204 Estate Administration
BUSN 126 Word Processing

MANAGEMENT

Management courses are offered to students who intend to engage in a career in business or a nonprofit organization. Students currently employed will also benefit from this program.

Management Electives
BUSN 151 Human Resource Management
BUSN 170 Small Business Management
BUSN 270 Principles of Advertising
BUSN 275 Principles of Finance
BUSN 291 International Business
PHIL 198 Business Ethics
LAAW 108 Employment Law
BUSN 126 Word Processing

MARKETING

Marketing courses prepare students to enter the broad field of marketing as management trainees in retailing, wholesaling, advertising, and sales.

Marketing Electives
MATH 147 Business Mathematics
BUSN 170 Small Business Management
BUSN 270 Principles of Advertising
BUSN 291 International Business
PSYC 172 General Psychology
ARTS 159 Visual Literacy
CSIT 126 Intermediate Spreadsheets & Database
BUSN 126 Word Processing

Board of Trustees Approval Date: January 28, 2008
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: April 27, 2009
Board of Trustees Approval Date: December 6, 2010

EXHIBIT B-12

BUSINESS - A.A.S Degree Program - Paralegal Studies Option – Effective Catalog Year 2014-2015

The Associate in Applied Science in Business - Paralegal Studies Option is designed to provide a foundation for the legal assistant (paralegal) career. Students engage in courses which emphasize both the theory of law and paralegal skill and which are taught by practicing attorneys who have years of legal experience.

FIRST SEMESTER

ENGL 151	English I	3 cr.
LAAW 101	Introduction to Law & Legal Assisting	3 cr.
BUSN 251	Business Law I	3 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
ECON 151	Macroeconomic Principles	3 cr.
		15 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
LAAW 104	Introduction to Litigation	3 cr.
BUSN 252	Business Law II	3 cr.
LAAW 201	Legal Research & Writing for Paralegals	3 cr.
COMM 154	Fundamentals of Public Speaking	3 cr.
		15 cr.

THIRD SEMESTER

LAAW 204	Estate Administration	3 cr.
_____	LAAW 105, LAAW 106, LAAW 206, or INTR 290: Internship-LAAW	3 cr.
BUSN 210	Business Communications	3 cr.
_____	Paralegal Course Selections *	9 cr.
		18 cr.

FOURTH SEMESTER

BUSN 267	Real Estate Law	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
CSIT 123	Integrated Office Software	3 cr.
LAAW 203	Law Office Management	3 cr.
_____	Paralegal Course Selections *	3 cr.
		16 cr.

TOTAL CREDITS 64

* Paralegal Course Selections:

~~BUSN 126~~	~~Word Processing~~	~~1 cr.~~
~~BUSN 133~~	~~Microcomputer Keyboarding~~	~~1 cr.~~
LAAW 105	Health Care & Elder Law	3 cr.
LAAW 206	New Jersey Family Law	3 cr.
CRIM 254	Constitutional Law and Rules of Evidence	3 cr.
CRIM 255	Criminal Law and Procedure	3 cr.
POLI 161	American Federal Government	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
~~BUSN 290~~	~~Principles of Real Estate~~	~~5 cr.~~
BUSN 271	Principles of Management	3 cr.
INTR 290	Internship-LAAW	3 cr.
LAAW 106	Mediation and Conflict Resolution	3 cr.

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: December 8, 2003
Board of Trustees Approval Date: August 27, 2007
Board of Trustees Approval Date: December 1, 2008

Board of Trustees Approval Date: December 6, 2010
Board of Trustees Approval Date: January 30, 2012
Board of Trustees Approval Date: August 27, 2012
Board of Trustees Approval Date: August 26, 2013

EXHIBIT B-13

BUSINESS - A.A.S. Degree Program – Web Marketing Option - Effective Catalog Year 2014-2015

The A.A.S. Business option in Web-based Technology is designed to qualify students for entry-level technology, marketing, and e-commerce positions in small business and nonprofit organizations. The program provides a broad business foundation that examines social media and e-commerce technology development, electronic and interpersonal communication, and industry standards for small businesses. Students acquire a specific mix of skills that focus on the interaction among customer service, industry standards, and web-based technologies. *The Web Marketing Option is designed as a career, not transfer, program.*

FIRST SEMESTER

ENGL 151	English I	3 cr.
BUSN 131	Introduction to Business Administration	3 cr.
ECON 151	Macroeconomic Principles	3 cr.
COMM 110	Introduction to Communications	3 cr.
CSIT 109	Information Technology	3 cr.
		15 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
BUSN 134	Principles of Marketing	3 cr.
BUSN 210	Business Communications	3 cr.
ACCT 121	Fundamentals of Accounting	3 cr.
CSIT 123	Integrated Office Software	3 cr.
		15 cr.

THIRD SEMESTER

BUSN 251	Business Law I	3 cr.
COMM 272	Public Relations and Publicity (program elective)	3 cr.
CSIT 131	Multi-Media for the Web	3 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
_____	Elective	3 cr.
_____	*Any course from the list of Approved General Education Courses*	*3 cr.*
ECON 153	Contemporary Economic Issues (program elective)	3 cr.
		18 cr.

FOURTH SEMESTER

BUSN 215	Integrated Software Applications	3 cr.
BUSN 220	Office Management	3 cr.
CSIT 133	Web Development Fundamentals	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
_____	Elective	3 cr.
		16 cr.

TOTAL CREDITS	64 cr.

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Course

Board of Trustees Approval Date: August 26, 2013

EXHIBIT B-14

The purpose of this program is to prepare students to enter the field of graphic design using the most current software applications.

FIRST SEMESTER

ENGL 151	English I	3 cr.
ARTS 181	Art History I	3 cr.
COCG 160	Introduction to Macintosh/Painter	2 cr.
ARTS 183	Basic Drawing	3 cr.
ARTS 184	Two Dimensional Design	3 cr.
COPH 181	Basic Digital Photography	3 cr.
		17 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
COPH 187	Experimental Digital Photography	3 cr.
COCG 161	Painter/Paintbox Applications	2 cr.
COCG 162	Design Fundamentals	3 cr.
_____	Social Science Gen Ed Requirement	3 cr.
COCG 163	Photoshop	3 cr.
		17 cr.

THIRD SEMESTER

_____	Humanities Gen Ed Requirement	3 cr.
ARTS 185	Figure Drawing	3 cr.
COCG 164	Adobe Illustrator	3 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
COPH 280	Advanced Digital Photography	3 cr.
		15 cr.

FOURTH SEMESTER

_____	Lab Science Gen Ed Elective	4 cr.
BUSN 270*	Principles of Advertising	3 cr.
COCG 165	Graphics Portfolio	3 cr.
_____	Fine Arts Elective**	3 cr.
_____	~~OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or HEHP Course~~ *Elective*	~~3 cr.~~ 3 cr.
		16 cr.

TOTAL CREDITS 65

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

*Pre-requisite BUSN 134 not required for students enrolled in this program.
** Any course from subjects ARTS, DANC, MUSC, or THTR.

EXHIBIT B-15

The digital photography option will prepare students for employment in fields such as advertising, photojournalism, and the ever-expanding field of visual communications. The corollary purpose is to update the skills of those currently working on some phase of the professional photography or visual communications industry.

FIRST SEMESTER

ENGL 151	English I	3 cr.
COPH 181	Basic Digital Photography	3 cr.
ARTS 183	Basic Drawing	3 cr.
ARTS 184	Two-Dimensional Design	3 cr.
COCG 160	Introduction to Macintosh/Painter	2 cr.
_____	Social Science Gen Ed Requirement	3 cr.
		17 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
COPH 188	Intermediate Digital Photography	3 cr.
COCG 161	Painter/Paintbox Applications	2 cr.
COCG 163	Photoshop	3 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
_____	~~OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP Course~~ Elective	~~3 cr.~~ 3 cr.
		17 cr.

THIRD SEMESTER

COPH 280	Advanced Digital Photography	3 cr.
COPH 207	Digital Journalism and Picture Editing	3 cr.
COMM 272	Public Relations and Publicity	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
_____	Humanities/English Gen Ed Requirement	3 cr.
		16 cr.

FOURTH SEMESTER

COPH 187	Experimental Digital Photography	3 cr.
BUSN 270*	Principles of Advertising	3 cr.
_____	Humanities Gen Ed Requirement	3 cr.
_____	Fine Arts Electives**	6 cr.
		15 cr.

TOTAL CREDITS 65

Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

*Pre-requisite of BUSN 134 not required for students enrolled in this program.
**Any course from subjects ARTS, DANC, MUSC, or THTR.

Board of Trustees Approval Date: May 29, 2007
Board of Trustees Approval Date: March 24, 2008
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: May 24, 2010

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EXHIBIT B-16

VISUAL COMMUNICATIONS TECHNOLOGY - A.A.S. Degree Program –
Electronic Media Technology Option – Effective Catalog Year ~~2011-2012~~ 2014-2015

This program prepares students for entry-level technical support positions in the arts, entertainment, educational/instructional media, marketing/public relations and for business/industry experience in planning and executing visual programming.

FIRST SEMESTER

ENGL 151	English I	3 cr.
COMM 110	Introduction to Communications	3 cr.
COCG 160	Introduction to Macintosh/Painter	2 cr.
ARTS 183	Basic Drawing	3 cr.
ARTS 184	Two Dimensional Design	3 cr.
COEM 120	Television Production	3 cr.
		17 cr.

SECOND SEMESTER

ENGL 152	English II	3 cr.
COMM 281	Mass Communications	3 cr.
COMM 130	Careers in Communication	1 cr.
COCG 161	Painter/Paintbox Applications	2 cr.
COEM 220	Portable Video Production	3 cr.
_____	Social Science Gen Ed Requirement	3 cr.
		15 cr.

THIRD SEMESTER

COMM 172	Communications Law	3 cr.
COEM 224	Video Editing & Post Production	3 cr.
_____	~~OCC Requirement: Any course from the~~	~~3 cr.~~
	~~List of Approved General Education~~	
	~~Courses or ACAD 155 or any HEHP~~	
	~~Course~~ *Elective*	*3 cr.*
_____	Lab Science Gen Ed Requirement	4 cr.
_____	Any course from the list of Approved	3 cr.
	General Education Courses	
		16 cr.

FOURTH SEMESTER

COMM 290-91	Internship	3-6 cr.
_____	Mathematics Gen Ed Requirement	3 cr.
_____	Career Electives* (to meet required 64 cr.)	7-10cr.
		16 cr.

TOTAL CREDITS 64

*Sufficient credits from career electives to meet 64 credit requirements. Courses with THTR prefix may also be taken. Students should consult closely with advisor regarding transfer options and appropriate career electives.

*Career Electives:

COPH 181	Basic Digital Photography	3 cr.
BUSN 270	Principles of Advertising	3 cr.
COCG 162	Design Fundamentals	3 cr.
COCG 163	Photoshop	3 cr.
COMM 278	Mass Media and the Public Mind	3 cr.
COMM 272	Public Relations and Publicity	3 cr.
COPH 207	Digital Journalism and Photo Editing	3 cr.
FILM 200	Understanding Film	3 cr.
COMM 192	Voice and Diction	3 cr.

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: May 29, 2007
Board of Trustees Approval Date: December 10, 2007
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: May 24, 2010
Board of Trustees Approval Date: December 6, 2010